

(3rd) AMENDED ADAMS COUNTY BOARD OF SUPERVISORS MEETING

Adams County Board Room, August 16, 2011 6:00 p.m.

1. Call to Order by the Chairman
2. Was the meeting properly announced?
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve Agenda
7. Approval of July 19, 2011 minutes
8. Public Participation
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk.
10. Appoint (6) Supervisors to approve claims Morgan, Renner, Stuchlak, Townsend, Ward and West.
11. **Claims:** None
12. **Correspondence:** None
13. **Appointments:** Appoint Heidi Roekle to fill County Supervisor, District #10.
14. **Unfinished Business:** None
15. **Reports and Presentations:**
 - A. Admin Coord/Director of Finance Report
 - B. Miscellaneous:
 - 2010 Audit Presentation
 - Student Government day survey
 - 25 years of service as Adams County Employees; Jane Gervais and Sherry Kotlowski
 - Daric Smith, RIDC
 - SAYL student recognition

16. Review Committee Minutes

Adm/Fin 6/20, 7/11, 7/19	Executive 7/12	L & W 7/19	Pub Safety & Jud 6/8 7/13
Ad Hoc Consolidation 7/18	H & H & Vet 6/17	Lib 7/25	SCLS 6/13, 7/11
Ad Hoc Transition 7/18	Humane Soc 7/11	Parks 6/15, 7/15	Surveyor 8/2
Airport 8/8	Hwy 7/14	P & Z 7/6, 8/3	Traffic Safety 5/11
County Board 7/19	Land Info 5/26	Property 7/19, 7/22	UW Extension 7/12

17. **Resolutions:**

Res. #39: To sell county advertised tax foreclosure property (Tax # 201-803)

Res. #40: To approve submission of a grant renewal application to fund a public transportation system and to allocate matching funds for the grant.

Res. #41: To recognize, honor, and remember Rodney Babcock's nine years of service to Adams County and the Adams County Highway Department.

Res. #42: *To recognize Rose J. Ciaroni for her years of service to Adams County.*

Res. #43: *Authorize Lt. Seth Tully for Out-of-State Travel to St. Louis, Missouri.*

Res. #44: *Resolution authorizing Highway Commissioner Pat Kotlowski to apply for TIGER (Transportation Investment Generating Economic Recovery) Grant.*

18. **Ordinance:**

Ord. #11: To rezone a parcel of land in the Town of Preston owned by Big Roche a Cri Lake District, located in the NW ¼, NW ¼, & SW ¼, NW ¼, Section 7, Township 18 North, Range 6 East, at 1425 13th Lane, changed from an R1 Single Family Residential District to a PSP-1 Public Semi-Public District.

Ord. #12: To rezone a parcel of land in the Town of Preston owned by Town of Preston, located in the SW ¼ SE ¼, Section 5, Township 18 North, Range 6 East, Lot 1 of CSM 1668 at 1124 Cottonville Avenue changed from an R3 Mobile Home Residential District to a PSP-1 Public Semi-Public District.

Ord. #13: To rezone a parcel of land in the Town of Preston owned by the Town of Preston, located in the SW ¼ SE ¼, Section 5, Township 18 North, Range 6 East, Lot 1 of CSM 1668 at 1124 Cottonville Avenue changed from a Recreational/Residential District to a General Purpose District.

19. **Denials:** None

20. **Petition:** None

21. Approve Claims

22. Approve Per Diem and Mileage

23. Motion for County Clerk to correct errors

24. Set next meeting date

25. Adjournment.

1 **RESOLUTION NO. 44-2011**

2 **Resolution authorizing Highway Commissioner Pat Kotlowski to apply for**
3 **TIGER (Transportation Investment Generating Economic Recovery)**
4 **Grant.**

5
6 **INTRODUCED BY:** Larry Babcock

7
8 **INTENT & SYNOPSIS:** Resolution authorizing Highway Commissioner Pat Kotlowski
9 to apply for TIGER (Transportation Investment Generating Economic Recovery)
10 Grant.

11
12 **FISCAL NOTE:** Not to exceed \$28,000 (in 2011 budget)

13
14 **WHEREAS,** Adams County has a large amount of pending expensive infrastructure
15 road projects; and

16
17 **WHEREAS,** Adams County is in need of funding for said work and the TIGER Grant
18 program is a viable source for said funding; and

19
20 **WHEREAS,** the Adams County Highway Committee authorized submittal of an
21 application for the TIGER Grant on August 11, 2011; and

22
23 **WHEREAS,** Adams County has an opportunity to receive up to \$42,000,000.

24
25 **NOW THEREFORE, BE IT RESOLVED:** That the Adams County Board of Supervisors
26 hereby approves that Highway Commissioner Pat Kotlowski apply for a Transportation
27 Investment Generating Economic Recovery (TIGER) Grant application cost not to
28 exceed \$28,000.00 appropriated in the 2011 Highway Department budget.

29
30 Recommended for adoption by Larry Babcock this 11th day of August, 2011

31 Larry Babcock _____
32 _____
33 _____
34 _____
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37
38 Adopted _____

39 Defeated _____ by the Adams County Board of Supervisors this 16th day of
40 Tabled _____ August, 2011.

41
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43 _____
44 County Board Chair

County Clerk

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County Clerk

June 30, 2011

Schenck SC
2831 Post Road
P.O. Box 130
Plover, WI 54467

We are providing this letter in connection with your audit of the basic financial statements of Adams County as of December 31, 2010 and for the year then ended for the purpose of expressing opinions as to whether the basic financial statements present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of Adams County and the respective changes in the financial position and the cash flows where applicable, in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing and maintaining effective internal control over financial reporting, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items in No. 30 are considered material based on the materiality criteria specified in OMB Circular A-133 and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration. Items are considered material if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of June 30, 2011, the following representations made to you during your audit.

1. The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America and include all properly classified funds and other financial information of the County as required by accounting principles generally accepted in the United States of America to be included in the financial reporting entity. All funds that meet the quantitative criteria in GASB Statement No. 34 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
2. We have made available to you all-
 - a. Financial records and related data.
 - b. Minutes of the meetings of the County Board or summaries of actions of recent meetings for which minutes have not yet been prepared.
3. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

4. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements or the schedules of expenditures of federal awards and state financial assistance.
5. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.
6. We have no knowledge of any fraud or suspected fraud affecting the entity involving:
 - a. Management,
 - b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.
7. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, or others.
8. We have a process to track the status of audit findings and recommendations.
9. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
10. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
11. The County has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
12. The following, if any, have been properly recorded or disclosed in the financial statements:
 - a. Related party transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - b. Guarantees, whether written or oral, under which the County is contingently liable.
 - c. All accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates and measurements. We believe the estimates and measurements are reasonable in the circumstances, consistently applied, and adequately disclosed.
 - d. Net asset components (invested in capital assets, net of related debt; restricted; and unrestricted) and fund balance reserves and designations.
 - e. Deposit and investment securities risk classifications.
 - f. Provisions for uncollectible receivables.
 - g. Interfund, internal, and intra-County activity and balances.
 - h. Capital assets, including infrastructure assets, and applicable depreciation.
 - i. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

- j. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
 - k. Joint ventures, jointly governed organizations, and other related organizations.
 - l. Arrangements with financial institutions involving repurchase, reverse repurchase, or securities lending agreements, compensating balances, or other arrangements involving restrictions on cash balances and line of credit or similar arrangements.
 - m. Participation in a public entity risk pool.
13. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
14. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts, or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
15. There are no—
- a. Violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
 - b. Unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with Financial Accounting Standards Board (FASB) ASC 450, Contingencies.
 - c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by FASB ASC 450, Contingencies.
 - d. Reservations or designations of fund equity that were not properly authorized and approved.
16. As part of your audit, you assisted with preparation of the financial statements and related notes, the schedule of expenditures of federal awards, and the schedule of state financial assistance. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have made all management decisions and performed all management functions. We have reviewed, approved, and accepted responsibility for those financial statements and related notes, the schedule of expenditures of federal awards, and the schedule of state financial assistance.
17. The County has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
18. We believe that the actuarial assumptions and methods used to measure OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.

19. The County has complied with all aspects of contractual agreements that would have a material effect on the basic financial statements in the event of noncompliance.
20. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
21. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
22. The financial statements properly classify all funds and activities.
23. We agree with the findings of specialists in evaluating the other post-employment benefits and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.
24. The fact that the amount of "uncollateralized" deposits or "uninsured, unregistered securities held by the counterparty, or by its trust department or agent but not in the entity's name" during the period significantly exceeded the amounts in those categories as of the balance sheet was properly disclosed in the financial statements.
25. The methods and significant assumptions used to determine fair values of financial instruments are as follows: Fair value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale. The methods and significant assumptions used result in a measure of fair value appropriate for financial statement measurement and disclosure purposes.
26. Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the balance sheet date and have been appropriately reduced to their estimated net realizable value.
27. Capital assets have been evaluated for impairment as a result of significant and unexpected decline in service utility.
28. We believe that the actuarial assumptions and methods used to measure pension and OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.
29. We do not plan to make frequent amendments to our pension or other postretirement benefit plans.
30. With respect to federal and state award programs:
 - a. We are responsible for understanding and complying with and have complied with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration including requirements relating to preparation of the schedule of federal awards and the schedule of state financial assistance.
 - b. We have prepared the schedule of expenditures of federal awards in accordance with OMB Circular A-133 and the schedule of state financial assistance in accordance with *State Single Audit Guidelines*, and have identified and disclosed in the schedules of expenditures of federal awards and state financial assistance, expenditures made during the audit period for all awards provided by federal and state agencies in the form of grants, cost-reimbursement contracts,

loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.

- c. We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) in accordance with the requirements of OMB Circular A-133 §310.b and the schedule of state financial assistance (SSFA) in accordance with the requirements of the *State Single Audit Guidelines* and we believe the SEFA and SSFA, including their form and content, are fairly presented in accordance with the Circular and the Guidelines. The methods of measurement and presentation of the SEFA and SSFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the SEFA and SSFA.
- d. If the SEFA and SSFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.
- e. We have identified and disclosed to you all of our government programs and related activities subject to OMB Circular A-133 and the *State Single Audit Guidelines*.
- f. We are responsible for understanding and complying with, and have complied with in all material respects, the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal and state programs and have identified and disclosed to you the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major federal and state program.
- g. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance requirements applicable to federal and state programs that provide reasonable assurance that we are managing our federal and state awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal and state programs. We believe the internal control system is adequate and is functioning as intended. Also, no changes have been made in the internal control over compliance or other factors to the date of this letter that might significantly affect internal control, including any corrective action taken with regard to control deficiencies reported in the schedule of findings and questioned costs.
- h. We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with federal and state agencies or pass-through entities relating to each major federal and state programs.
- i. We have received no requests from a federal or state agency to audit one or more specific programs as a major program.
- j. We have complied, in all material respects, with the compliance requirements, including when applicable, those set forth in the *OMB Circular A-133 Compliance Supplement* and the *State Single Audit Guidelines*, relating to federal and state awards and have identified and disclosed to you all amounts questioned and any known noncompliance with the requirements of federal and state awards, including the results of other audits or program reviews.
- k. We have disclosed any communications from grantors and pass-through entities concerning possible noncompliance with the applicable compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.

- l. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken up to the date of the auditor's report.
- m. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB Circular A-87, *Cost Principles for State, Local, and Tribal Governments*, and OMB's *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*.
- n. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- o. We have made available to you all documentation related to the compliance requirements, including information related to federal and state program financial reports and claims for advances and reimbursements.
- p. Federal and state program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- q. We have charged costs to federal and state awards in accordance with applicable cost principles.
- r. The copies of federal and state program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal and state agency or pass-through entity, as applicable.
- s. We have monitored subrecipients to determine that they have expended pass-through assistance in accordance with applicable laws and regulations and have met the requirements of OMB Circular A-133 and the *State Single Audit Guidelines*.
- t. We have taken appropriate action, including issuing management decisions, on a timely basis after receipt of subrecipients' auditor's reports that identified noncompliance with laws, regulations, or the provisions of contracts or grant agreements to ensure that subrecipients have taken the appropriate and timely corrective action on findings.
- u. We have considered the results of subrecipient audits and have made any necessary adjustments to our books and records.
- v. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by OMB Circular A-133 and the *State Single Audit Guidelines* and we have provided you with all information on the status of the follow-up on prior audit findings by federal and state awarding agencies and pass-through entities, including all management decisions.
- w. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by OMB Circular A-133.
- x. We are responsible for preparing and implementing a corrective action plan for each audit finding.
- y. We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.

No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements or in the schedule of findings and questioned costs.

Signed: _____
Trena Larson, Administrative Coordinator/Director of Finance

Signed: _____
Mary Ann Bays, County Treasurer

Signed: _____
Cindy Phillippi, County Clerk

FEEDBACK FORM SURVEY RESULTS

May 19, 2011

Adams County Student

24 Participants

Government Day

"Before Today"

	Not at all 1	Somewhat 2	Not Sure 3	Pretty Good 4	Very well 5
I can tell you what the different Elected Official Officers do.	42% 10	25% 6	29% 7	4% 1	0% 0
I feel confident in doing Parliamentary Procedure.	29% 7	25% 6	12.5% 3	12.5% 3	21% 5
I know the difference between a resolution and an ordinance.	46% 11	21% 5	21% 5	4% 1	8% 2
I have an understanding of what local County Government is.	12.5% 3	42% 10	12.5% 3	21% 5	12.5% 3
I can tell you how a County Board meeting is structured. (i.e. who runs the meeting, how to vote, etc.)	33% 8	17% 4	12.5% 3	12.5% 3	25% 6
I understand what County Board committee meetings are.	25% 6	29% 7	8% 2	12.5% 3	25% 6
Total Numbers	31% 45	26% 38	16% 23	11% 16	15% 22

"After Today"

	Not at all 1	Somewhat 2	Not Sure 3	Pretty Good 4	Very well 5
I can tell you what the different Elected Official Officers do.	0% 0	4% 1	17% 4	63% 15	17% 4
I feel confident in doing Parliamentary Procedure.	0% 0	8% 2	8% 2	38% 9	46% 11
I know the difference between a resolution and an ordinance.	8% 2	8% 2	29% 7	29% 7	25% 6
I have an understanding of what local County Government is.	0% 0	0% 0	8% 2	54% 13	38% 9
I can tell you how a County Board meeting is structured. (i.e. who runs the meeting, how to vote, etc.)	0% 0	0% 0	17% 4	29% 7	54% 13
I understand what County Board committee meetings are.	0% 0	4% 1	8% 2	33% 8	54% 13
Total Numbers	1% 2	4% 6	15% 21	41% 59	39% 56

3 things I learned today:

1. Elected official offices. How hard a juror's job is. How much the jury doesn't agree. How to run the meetings. How to go through a trial. That the microphones are really cool. How to do Parliamentary procedure. Parliamentary procedure. How to vote. Hung jury. Court system. Parli-Pro. What hung jury means. Jury. Different aspects of parli-pro. Different aspects of parli pro. Parliamentary procedure. Court-room procedure. What paraphernalia is. What the different offices of the county board are. You can amend an amend.
2. Parliamentary procedure. How to do Parliament procedure. How to vote in the board meetings. Proper parliamentary procedure. About board meetings. That your voice is heard. Jobs of different elected official office do. County board job descriptions. Who runs it. How a county budget works. Parliamentary procedure. Court System. Vocabulary for meetings. Run a meeting. How to be a juror. How to be a juror. The definition of Drug Paraphernalia. Definition of Drug Paraphernalia. What an ordinance is. How trials are ran. You take back an amend.
3. Who runs the meetings. How to vote. Who runs things. How to go through a trial. How trials work. How committees run. Court. 😊 Who runs meetings. Ordinances. 😊 What officials do. What responsibilities you have when on the county board. County board responsibilities. How to be a chairman. How much work it is to be a jury person. Tabling a motion. The difficult and time consuming process of every thing. You can call the discussion not to be brought up anymore.

2 things I really enjoyed today:

1. The jury. Mock trial. The mock trial. Mock board session. The mock trial. Lunch. The mock trial. Going through the mock trial. Eating the trail mix. Making trail mix. Parliamentary procedure. Court. Lunch. Making the trail mix. Lunch. Lunch. Lunch. The microphones. The jury. Jury. Mock trial. Lunch. Hearing the trial. The mock trial was amazing.
2. Trail mix. Trail mix. Lunch. Mock trial. Going through the committee meetings. Mock trial. Microphones! Comfy chairs. Having your voice heard. The mock trial. Mock trial. Lunch. Trail mix. Lunch. Sitting in the Board Room! Mock trial. Jury. Learning new things. Making the trail mix. Being chairman. Mock board meeting. Discussing to county. The microphones. The interaction we had with the people in office.

What suggestions do you have for improvement?

n/a. More sloppy joes. A/C more fun. Make the info less dry & more exciting—but overall did very well. Make it more fun. Nothing, it was pretty good. None. Voting process. Less kids. No gap in time. Speed up / vary the mock trial. Nothing. Less sitting. None at all. Shorter court case. Explain somethings better. Longer time on some exercises.

Overall Comments: n/a. Today was very informational & I've learned a lot. Pretty great time. Great Day! ♥ Good. Great! Very informing 😊 Fun. None. I went last year and still had fun and learned about the county board. I look forward to coming back next year.

RESOLUTION TO APPROVE THE SALE OF COUNTY ADVERTISED FORECLOSURE PROPERTY

FISCAL NOTE: \$500 REVENUE TO ACCOUNT NO. 100A12400-TAX PORTION;
\$30.00 REVENUE TO ACCOUNT NO. 10.13.46130-REGISTER OF DEEDS
RECORDING FEES

WHEREAS: Christopher P. Swart has submitted a bid of \$500 for the parcel of land described as follows: **Tax No. 201-803.** Lot One (1) of Block Five (5) in the Werner Subdivision to the City of Adams. All being in the City of Adams, County of Adams, State of Wisconsin; and

WHEREAS: Adams County took deed of this property on August 19, 2008 per judgment of tax foreclosure; and

WHEREAS: Christopher P. Swart has submitted full payment of \$500 plus \$30 recording fee, which is on deposit with the County Treasurer.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors, that the above described property is hereby approved for sale to Christopher P. Swart for the bid of \$500.00.

BE IT FURTHER RESOLVED: That the County Clerk issue to Christopher P. Swart a Quit Claim Deed to the above described property.

Recommended for adoption by the Property Committee this 19th day of July, 2011.

Billy M.D.

Jac E. E. Allen

Lori J. Dumadi

Adopted _____

David Penner

Adopted

Defeated

Tabled

by the Adams County Board of Supervisors this
16th day of August, 2011.

County Board Chair

County Clerk

1 **RESOLUTION NO. 40-2011**

2
3 **RESOLUTION TO APPROVE APPLICATION FOR A FEDERAL PUBLIC TRANSIT GRANT TO FUND**
4 **THE PUBLIC TRANSPORTATION SYSTEM**

5
6 **INTRODUCED BY:** Administration & Finance Committee

7
8 **INTENT AND SYNOPSIS:** To approve submission of a grant renewal application to fund a public trans-
9 portation system and to allocate matching funds for the grant.

10
11 **FISCAL NOTE:** The matching funds required to cover one-half the estimated operating deficit is projected
12 to be \$70,000 in FY2012. Funds will be appropriated as an item in 2012 County budget.

13
14 **WHEREAS:** Adams County has received a Federal Public Transit (Section 5311) Grant to provide a funding
15 subsidy for the Adams County Transit System since 2004; and

16
17 **WHEREAS:** A grant renewal application for the period January through December 2012 is due to the Wis-
18 consin Department of Transportation no later than October 15, 2011; and

19
20 **WHEREAS:** Scheduled transportation services in Adams County have continued to be of significant eco-
21 nomic benefit to the County; and

22
23 **WHEREAS:** The system is used by approximately 13 to 19 individuals permonth, serving as the sole
24 means of transportation to work for many of them; and


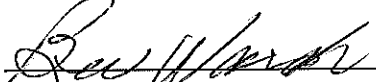

25
26 **WHEREAS:** County commitment for the matching funds is required prior to submission of the grant appli-
27 cation; and

28
29 **WHEREAS:** Central Wisconsin Community Action Council, Inc. (CWCAC) is again willing to write and sub-
30 mit the grant renewal application and to operate the system if grant funds are received; and

31
32 **WHEREAS:** The transit service can be provided for the entirety of Calendar Year 2012 at an approximate
33 cost to the County of \$70,000, based upon the past eight years of experience in operating the transit sys-
34 tem.

35
36 **NOW, THEREFORE, BE IT RESOLVED** that the County Board of Supervisors hereby approves the sub-
37 mission of a Section 5311 Federal Public Transit Grant in October 2011 and designates a total of \$70,000 in
38 the 2012 County budget as matching funds for said transportation grant, to be prepared and submitted by
39 Central Wisconsin Community Action Council, Inc., contingent upon federal approval of the grant.

40
41 Recommended for adoption by the Administrative & Finance Committee on this ____ day of August, 2011.

42  
43 _____
44  _____
45 _____

46
47 Adopted _____
48 Defeated _____ by the Adams County Board of Supervisors this ____ day of
49 Tabled _____ August, 2011.

50
51 _____
52 County Board Chair

County Clerk

Attachment 1 of 3
Res. # 40-2011

	# of RIDES* (PASSES**)	EXPENSES	REVENUE	DEFICIT	GRANT SHARE	COUNTY SHARE
Jan – Mar	648 (19)	\$32,269	\$2,916			
Apr - Jun	1,215 (7)	33,400	5,391			
Jul - Sep	861 (83)	33,307	3,874			
Oct – Dec	1,027 (134)	32,721	4,619			
Monthly Avg	313 (20)	\$10,975	\$1,400			
TOTALS	3,751	\$131,697	\$16,800	\$114,897	\$57,449	\$57,449
Planned/Budgeted:	3,300	\$142,850	\$14,850	\$128,000	\$64,000	\$64,000
Number of Persons: High 35 (Jun), Low 9 (Feb), Monthly Avg 19.8						\$64,000 County Budget
Vehicle Purchase: '08 Chevy Uplander Accessible Van: County Budget \$6,500						Actual Expenditure \$5,322.

ADAMS COUNTY TRANSIT SYSTEM - CY 2009 PERFORMANCE STATISTICS

	# of RIDES* (PASSES**)	EXPENSES	REVENUE	DEFICIT	GRANT SHARE	COUNTY SHARE
Jan – Mar	918 (137)	\$34,496	\$4,131			
Apr - Jun	1,161 (183)	33,611	5,225			
Jul - Sep	1,343 (94)	34,385	6,043			
Oct – Dec	1,067 (107)	35,377	4,801			
Monthly Avg	374 (43)	\$11,489	\$1,683			
TOTALS	4,489	\$137,869	\$20,200	\$117,669	\$58,835	\$58,835
Planned/Budgeted:	3,200	\$141,586	\$14,400	\$127,186	\$63,593	\$63,593
\$65,000 County Budget						
Number of Persons: High 26 (Aug), Low 13 (Feb), Monthly Avg 19.25						

ADAMS COUNTY TRANSIT SYSTEM - CY 2010 PERFORMANCE STATISTICS

	# of PERSONS	# of RIDES* (PASSES**)	EXPENSES	REVENUE	DEFICIT	GRANT SHARE	COUNTY SHARE
							\$65,000 in 2010 Budget
Jan	13	247 (34)	\$13,393	\$1,111	\$12,282		
Feb	18	258 (38)	10,643	1,161	9,482		
Mar	19	312 (54)	11,637	1,404	10,233		
Apr	18	268 (56)	11,241	1,206	10,035		
May	14	241 (39)	11,872	1,084	10,788		
Jun	15	276 (38)	11,410	1,242	10,168		
Jul	19	305 (36)	11,694	1,372	10,322		
Aug	17	266 (16)	12,573	1,197	11,376		
Sep	18	255 (39)	11,320	1,147	10,173		
Oct	17	302 (90)	11,758	1,359	10,399		
Nov	24	356 (92)	11,231	1,602	9,629		
Dec	19	430 (76)	11,257	1,935	9,322		
Average	17.5	293 (52)	\$11,669	\$1,318			
TOTALS		3,516 (618)	\$140,029	\$15,820	\$124,209	\$61,243	\$62,966
Planned/Budgeted		4,222	\$141,486	\$19,000	\$122,486	\$61,243	\$61,243

Vehicle Purchase: '11 Mini-Bus \$37,990 County Share: \$ 0.

ADAMS COUNTY TRANSIT SYSTEM - CY 2011 PERFORMANCE STATISTICS

	# of PERSONS	# of RIDES* (PASSES**)	EXPENSES	REVENUE	DEFICIT	GRANT SHARE	COUNTY SHARE
							\$68,000 in 2011 Budget
Jan	18	400 (36)	\$11,398	\$1,800	\$ 9,598		
Feb	20	354 (36)	11,209	1,593	9,616		
Mar	24	453 (48)	11,612	2,038	9,574		
Apr	22	413 (38)	11,395	1,858	9,537		
May	22	382 (43)	12,118	1,719	10,399		
Jun	17	348 (61)	11,466	1,566	9,900		
Jul	20	362 (50)	11,399	1,629	9,770		
Total		2,712 (312)	\$80,597	\$12,203	\$68,394	\$34,197	\$34,197
Average	20	387 (45)	\$11,514	\$1,743	\$ 9,771	\$4,885	\$4,885
Monthly Plan		270	\$11,824	\$1,217	\$10,607	\$5,304	\$5,304
7-Month Plan		1,890	\$82,768	\$8,519	\$74,249	\$37,125	\$37,125

* Ride = single one-way trip.

** Pass = Fare paid by county W-2 program. (nbr of Passes is included in nbr of Rides)

{Prepared by Craig Gaetzke, CWCAC, 08/03/2011}

pg 3 of 3
Rev. # 40-2011

**RESOLUTION HONORING RODNEY BABCOCK
FOR HIS YEARS OF SERVICE TO ADAMS COUNTY**

INTRODUCED BY: Highway Committee

INTENT & SYNOPSIS: To Recognize, Honor, and Remember Rodney Babcock's nine years of service to Adams County and the Adams County Highway Department.

FISCAL NOTE: NONE.

WHEREAS: With nine years of dedicated service to the Adams County Highway Department, Rodney Babcock, unexpectedly passed away on May 23, 2011; and



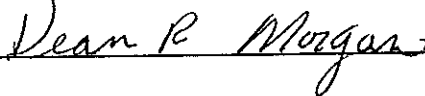
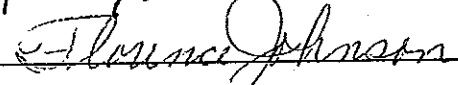
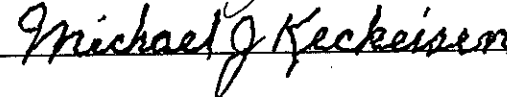
WHEREAS: The County of Adams wishes to take this opportunity to express its appreciation to the family of Rodney Babcock for his nine years of service and dedication to Adams County; and

WHEREAS: Appreciation and thanks is bestowed upon Rodney Babcock for his years of conscientious and dedicated service to the citizens of Adams County.

NOW, THEREFORE, BE IT RESOLVED: By the Adams County Board of Supervisors that:

- Adams County, on behalf of its residents, hereby acknowledges and thanks the family of Rodney Babcock for his nine years of dedicated and conscientious service as an Adams County employee.
- Further, heartfelt sympathy is extended to the friends and family of Rodney Babcock over the loss of a beloved friend and family member.

Recommended for adoption by the Highway Committee this 14th day of July, 2011.

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this ____th day of
Tabled _____, 2011.

County Board Chair

County Clerk

ADAMS COUNTY HIGHWAY DEPARTMENT EMPLOYEES

Thomas McManus

John Gentry

Joe Zell

Pat L. Pore

Brian Olson

Paul Cuddick

Scott Taus

Tom Marine

Dan Williams

By Wenzel

W. Hoff

Robert Jensen

Greg Tilly

Tony Straetzle

Lenny Bradford

Mark C. Crump

Rand Peter

Thomas L. Bagge

Robert S. Burdick

Raymond

Karen A. Bays

Sheriff E. Krotowski

John Gueph

Tom A. Chapple

Patricia Koch

AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 46-2006 on September 19, 2006, which was effective upon publication on September 27, 2006, and which was approved by the town board of the Town of Preston on December 6, 2006, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On July 7, 2011, the Big Roche a Cri Lake District, owner, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel of land in the Town of Preston, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on August 3, 2011, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

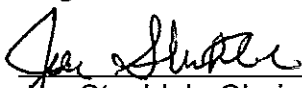
The County Board of Supervisors of the County of Adams does ordain as follows:

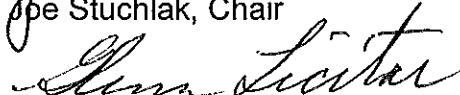
Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 46-2006, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from an R1 Single Family Residential District to a PSP-1 Public Semi-Public District;

Property (1.8 acres) located in the NW ¼, NW ¼, & SW ¼, NW ¼, Section 7, Township 18 North, Range 6 East, at 1425 13th Lane, Town of Preston, Adams County, Wisconsin.

Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of August, 2011

Recommended for enactment by the Adams County Planning and Zoning Committee on this 3rd day of August, 2011.


Joe Stuchlak, Chair



Glenn Licitar, Vice-Chair


Karl Klingforth


Randy Theisen


Diane England


Terry James, Secretary


Barb Morgan

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of August, 2011



PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE
FRIENDSHIP, WI 53934
PHONE: 608-339-4222
www.co.adams.wi.gov

ADAMS CO PLANNING & ZONING COMMITTEE

August 3, 2011 – Room A260 -Courthouse
Friendship, WI 53934 – 9:00 A.M.

Big Roche A Cri Lake District – Rezoning request of a 1.8 acre parcel from an R1 Single Family Residential District to a PSP-1 Public Semi-Public District of the Adams County Comprehensive Zoning Ordinance to allow the replacement of the shop/storage building for weed harvesting operation on property located in the NW ¼, NW ¼, & SW ¼, NW ¼, Section 7, Township 18 North, Range 6 East, at 1425 13th Lane, Town of Preston, Adams County, Wisconsin.

Appearing for with testimony: Levi Olson, representing the Lake District. John Pavelec, Town Chair

Appearing for without testimony: None.

Appearing against: None.

Correspondence: Notification from the Town Board of Preston that they do not object.

Disposition: Barb Morgan made a motion to approve the request and forward that recommendation, to the County Board for final action. Karl Klingforth seconded the motion. Roll Call Vote: 6 -Yes. Motion carried.



Subscription GIS

BIG ROCK LAKE DISTRICT 7-18-6 PRESTON

Legend

Property Addresses

Corporate Limits

Railroad

Road R/W

Roads

County Highways

State Highways

Creeks

Rivers/Streams

Lakes

Parcels

2010 Color Aerial Photo

RGB

Red: Band_1

Green: Band_2

Blue: Band_3

Map Disclaimer: Information displayed on this map was developed from various sources and from available public records. This information is intended for general location purposes only and in support of Chap. 70, Wis. Statutes. Map data is NOT a substitute for a survey. Map information verification is the responsibility of the user.

Map generated: 07/07/2011



PROFESSIONAL SERVICES
TRANSPORTATION • MUNICIPAL
DEVELOPMENT • ENVIRONMENTAL



AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 46-2006 on September 19, 2006, which was effective upon publication on September 27, 2006, and which was approved by the town board of the Town of Preston on December 6, 2006, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On July 8, 2011, the Town of Preston, owner, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel of land in the Town of Preston, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on August 3, 2011, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

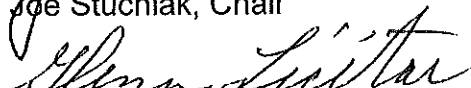
Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 46-2006, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from an R3 Mobile Home Residential District to a PSP-1 Public Semi-Public District;

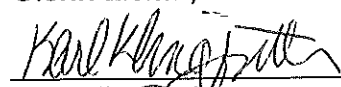
Property (2.5 acres) located in the SW ¼ SE ¼, Section 5, Township 18 North, Range 6 East, Lot 1 of CSM 1668 at 1124 Cottonville Avenue, Town of Preston, Adams County, Wisconsin.


Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of August, 2011

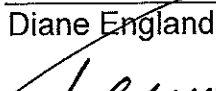
Recommended for enactment by the Adams County Planning and Zoning Committee on this 3rd day of August, 2011.


Joe Stuchlak, Chair



Glenn Licitar, Vice-Chair


Karl Klingforth


Randy Theisen


Diane England


Terry James, Secretary


Barb Morgan

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of August, 2011



Attachment to
Ord. # 12 + 13
2011

PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE
FRIENDSHIP, WI 53934

PHONE: 608-339-4222

www.co.adams.wi.gov

ADAMS CO PLANNING & ZONING COMMITTEE

August 3, 2011 – Room A260 -Courthouse
Friendship, WI 53934 – 9:00 A.M.

Town of Preston – Rezoning request of a 2.5 acre parcel from an R3 Mobile Home Residential District to PSP-1 Public Semi-Public District of the Adams County Comprehensive Zoning Ordinance and from a Recreational/Residential District to a General Purpose District of the Adams County Shoreland Wetland and Habitat Protection Ordinance to allow the replacement of a garage used for storage of town equipment on property located in the SW ¼ SE ¼, Section 5, Township 18 North, Range 6 East, Lot 1 of CSM 1668 at 1124 Cottorville Avenue, Town of Preston, Adams County, Wisconsin.

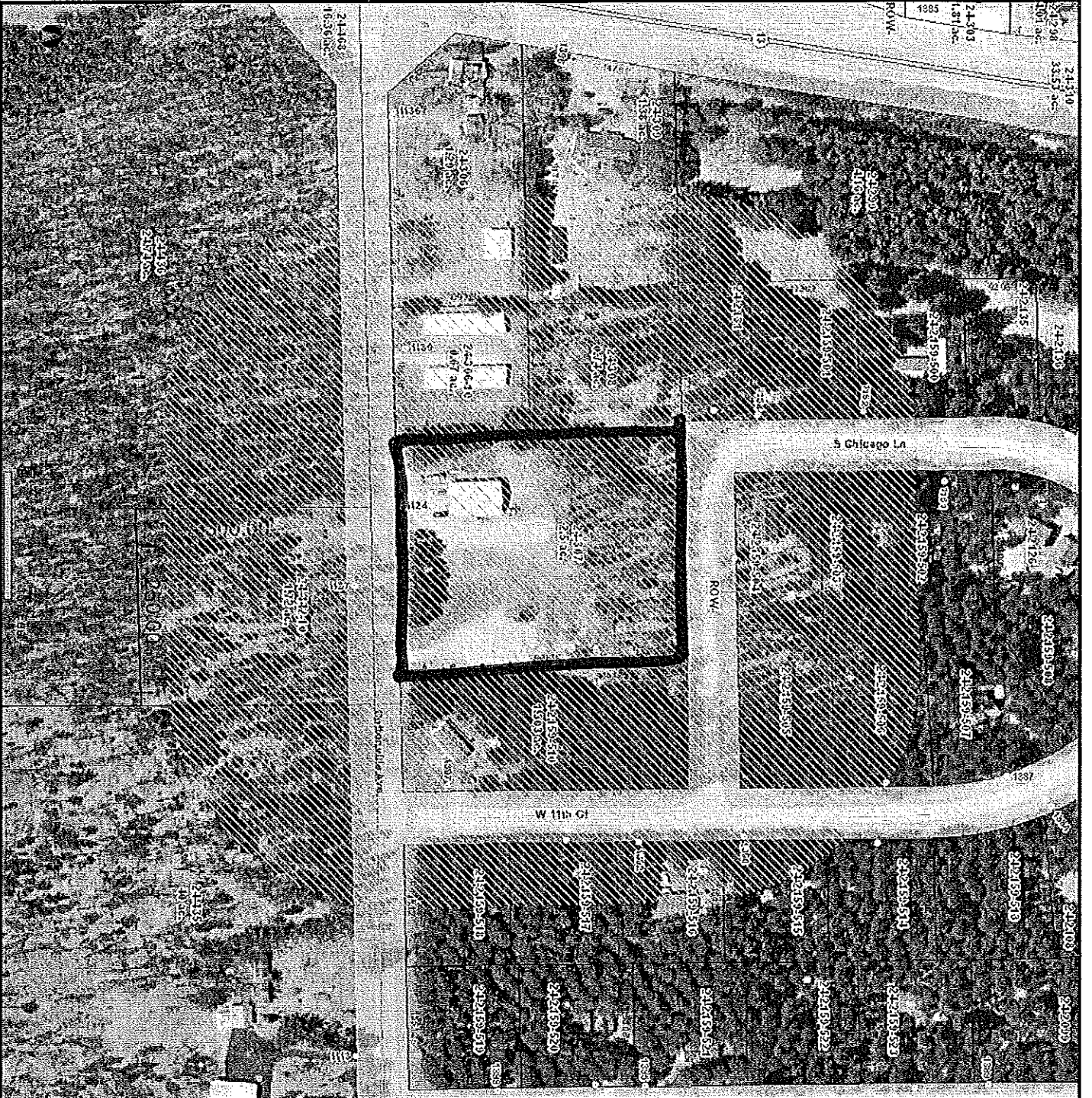
Appearing for with testimony: John Pavelec, Town Chair

Appearing for without testimony: None.

Appearing against:

Correspondence: Notification from the Town Board of Preston that they do not object. Telephone message from Sue Campbell with no objections; James Morrison with no objections.

Disposition: Glenn Licitar made a motion to approve the request and forward that recommendation, to the County Board for final action. Barb Morgan seconded the motion. Roll Call Vote: 6 -Yes. Motion carried.



Adams COUNTY WISCONSIN Subscription GIS

Legend

- Property Addresses
- Corporate Limits
- Railroad
- Road R/W
- Roads
- County Highways
- State Highways
- Creeks
- Rivers/Streams
- Lakes
- Parcels

2010 Color Aerial Photo

- RGB
- Red Band_1
- Green: Band_2
- Blue: Band_3

Map Disclaimer: Information displayed on this map was developed from various sources and from available public records. This information is intended for general location purposes only and in support of Chap. 70, Wis. Statutes. Map data is NOT a substitute for a survey. Map information verification is the responsibility of the user.

Map generated: 07/08/2011

AMENDMENT OF ADAMS COUNTY SHORELAND PROTECTION ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the Adams County Shoreland Protection Ordinance on December 14, 1970, with an effective date of January 1, 1971, pursuant to the authorization contained in Section 59.692 of the Wisconsin Statutes, and was revised on June 21, 2011 as the Adams County Shoreland Wetland and Habitat Protection Ordinance, with an effective date of June 29, 2011, and

WHEREAS: On July 8, 2011, the Town of Preston, owner, petitioned the Adams County Board of Supervisors to amend the Shoreland Protection Ordinance to rezone a 2.5 acre parcel of land in the Town of Preston, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on August 3, 2011, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Shoreland Protection Ordinance, Ordinance No. 10-2011, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from a Recreational/Residential District to a General Purpose District.

Property located in the SW ¼ SE ¼, Section 5, Township 18 North, Range 6 East, Lot 1 of CSM 1668 at 1124 Cottonville Avenue, Town of Preston, Adams County, Wisconsin.

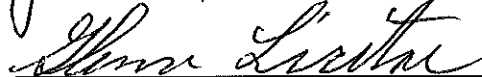
Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of August, 2011.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 3rd day of August 2011.




Joe Stuchlak, Chair

Diane England



Glenn Licitar, Vice-Chair

Terry James, Secretary



Karl Klingforth



Barb Morgan



Randy Theisen

Enacted _____

Defeated _____ by the Adams County Board of Supervisors

Tabled _____ this _____ day of August, 2011

Al Sebastiani, Board Chair

Cindy Phillippi, County Clerk

Administrative & Finance Minutes
June 20, 2011, 9:00 a.m., A160

Meeting was called to order at 9:06 a.m. by Chairman West.

Present were Supervisors Kotlowski, Ward, Sebastiani and West. Excused David Renner. Also present, Jeff Cohen, Cindy Phillippi, Mary Ann Bays, Daric Smith and Trena Larson.

The meeting was properly noticed. Motioned by Kotlowski/Sebastiani to approve the agenda as presented. Motion carried by unanimous voice vote.
Motioned by Sebastiani/Ward to approve minutes from April 8 and 19 and May 9, 2011. Motion carried by unanimous voice vote.

There was no public participation and no correspondence.

Motioned by Sebastiani/Kotlowski to deviate to item #10- MIS. Motion carried by unanimous voice vote.

Dawn McGhee informed the committee of a journal entry that is needed to correct a mistake. New software reporting system is up and running there were 190 opened/closed tickets. The virtual desktop project will be beginning. Start with 30 worksites, once installed programming and changes can be completed from a remote worksite i.e. the MIS office. There will be no CPU once installed. GCS upgrade installed, however; there has been no training yet. Land Conservation Department would like their own website the cost is about \$54.32 which is double what our website runs. Currently, the top level cost is approximately \$36.95. If the county was to go above this level of service, the cost would increase and there would be additional responsibility imposed upon the county. Currently handle background issues are handled by the website vendor, this would change if we chose to go above the \$36.95 level.

Motioned Sebastiani/Ward to increase contract to allow for additional space on our website not to exceed the \$35.95 level of service. Motion carried by unanimous voice vote. It is understood that that line item may run in the red, and would deplete carryover funds in reserve. The copy machine contract in Administration office will end in a month or so, and will be taken off the state contract.

Item #8: Child Support - Deb Barnes – present to discuss loss of funds as it relates to the Budget Repair Bill. There will be no GPR - General Purpose Revenue funding in 2012. Money will be based on performance measurers. Deb informed the committee about the secretary position. The person currently working in this position is out on medical leave. The department is considering a specialized contract agreement as they had in the past, identified as a call center-by contracting per phone call charges are unknown. Bev reminded Deb she had previously requested in Public Safety Committee for an inventory of incoming /outgoing calls, however; Deb indicated this would be an undue burden as the time and accounting would be disruptive. Deb came back with figures related to GPR - General Purpose Revenue \$15,124 would lost it, total equals \$29,358 with matching's funds from the Federal Government. Not sure if dollars are calculated correctly.

Clerk of Court-Dee Helmrick – present to discuss loss of funds as it relates to the Budget Repair Bill. The amounts are difficult to determine at this time. Bev questioned the utilization of the funds and if they were used for other purposes than wages. Dee indicated purchases were made on storage cabinets/furniture as well as a copy machine. Discussion took place related to the community service position funding as funds were to

dissipate the position would cease to exist, however Dee believe it should be funded with levy dollars as it is a benefit to the county and individuals.

Daric Smith provided the committee with an update on the property located on highway 13. Daric wanted direction as to the appropriate committee to discuss the foreclosure and the sale of the property with. The committee felt the property committee should be handling the transaction.

Treasurer - Mary Ann Bays reported 100 properties have been redeemed. Just for informational purposes, there have been problems related to combine zoning, tax parcels/zoning by deed, legal descriptions being incorrect, and the grantor verses trust verses individual on the paperwork. Unclaimed funds-in the amount of \$38,555.55. Previously the committee transferred dollars from the contingency fund for drainage district overrun. It was determined that the unclaimed funds should be deposited back into the contingency fund to replenish the transferred dollars. Mary Ann and Cindy will work on the deposit.

Bays provided information on Lexis Nexus, credit card system, transaction at the counter has a flat fee of \$2.50 for amounts up to \$50.00 anything above \$50.00 would incur a 4% charge. The vendor will install the equipment and do all the set up, transactions will be processes overnight. There is a different fee structure for Practical Cents which would be \$1.50 per transaction, they would like to have the system installed.

Motioned by Ward/Kotlowski to contract with Lexis Nexus. Motion carried by unanimous voice vote.

Motioned by Sebastiani/Ward to fill County Treasurer and/or County Clerk positions, pending union grievance and/or vacancy. Motion carried by unanimous voice vote.
Motioned by Ward/Kotlowski to approve an on call in the interim for County Clerk's office. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Ward to recess at 10:55 a.m. Motion carried by unanimous voice vote.

Meeting called back to order by Chairman West at 10:57 a.m.

Health & Human Services – Chuck Price spoke about out of home care costs that were reduced in 2011 budget. MA reimbursement will be changing. The transportation program: MA- portion will be taken over by Logisti Care (organization)-state taking over part of the program. Medicare side will still be handled by Health & Human Services. ARDC-dollars are available and there will be no levy dollars required the state will fund the entire program. Family care is on hold.

Motioned by Kotlowski/Sebastiani to approve check register. Motion carried by unanimous voice vote.

Motioned by Ward/Sebastiani to change/revert back to utilizing carryover object code system 999 fund balance and utilize applied funds to be able to draw down on the levy if so desired. Motion carried by unanimous voice vote.

Motioned by Sebastiani/Kotlowski to appropriate 4 extra hours for Jeff Cohen to analysis financial assistance for 2012. Motion carried by unanimous voice vote.

Motioned by Ward/Kotlowski to approve the public finance (ACEC bonding) resolution and forward it on to County Board. Motion carried by unanimous voice vote.

Motioned by Sebastiani/Kotlowski to approve Chapter 8 to Ad Hoc with proposed changes.

Next meeting date will be July 11, 2011 at 9:00 a.m.

Motioned by Ward/Kotlowski to adjourn at 12:50 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,


Cindy Phillippe
Recording secretary

Administrative & Finance Minutes
July 11, 2011, 9:00 a.m., A160

Meeting was called to order at 9:07 a.m. by Vice Chairman, Sebastiani.

Present were Kotlowski, Ward and Sebastiani. Excused, Renner and West. Absent, Myckael Rake (SAYL). Also present, Cindy Phillippi and Trena Larson.

The meeting was properly noticed. Motioned by Kotlowski/Ward to approve the agenda as presented. Motion carried by unanimous voice vote. Motioned by Ward/Kotlowski to approve minutes from May 9, 2011. Motion carried by unanimous voice vote. No public participation and no correspondence. John West present at 9:09 a.m.

Administrative Coordinator/Director of Finance report: Trena met with department heads to create a relationship, understand the function of their office and how they interrelate to the ACDF department. The meetings were very positive and eye opening. Department heads have concerns about the Transition/Consolidation committees.

Trena will attend WCA meeting-July 13, 2011, there will be presentations from sub-committees related to training for supervisors and department heads, consolidation of operations etc. Trena reported some Counties have moved forward with changes. Trena is trying to understand what the job duties are and what's been done and not done. It appears nothing is outstanding except updates to the employee management system module. She had one day of training on the Skyward system that focused on the budget and employee management. They got hung up on the employee management and spent a significant amount of time entering the new Airport, Parks and LCD part-time pay scale. Marcia Kaye was present and Carol Collins sat in for a period of time. Wendy Newson was working on vouchers and covering the office. Another training session needs to take place but they are trying to work on the most efficient/most effective type of training, this is unknown right now.

Motioned by Sebastiani/Kotlowski to approve the check register. Motion passed 3 yes, 1 opposed. Opposed, Ward.

MIS: Dawn reported that she would do another journal entry as there was another error. Financially they are where they should be, which is about 45% spent. The virtualization project is underway. If everything works out right they should be able to replace last year hardware this year. The DA was upset, there was a request to install wiring that was not scheduled or budgeted to install. The DA wants access to her laptop while in the courtroom and the DA's network does not support wireless. The wiring has been run, however; there is still an issue with the connection. There was a discussion between Dawn and the DA, Dawn reported to the committee that she would apologize to the DA, however; their office does have projects that are being worked on that are priority and as time permits, but they try to accommodate for unplanned projects.

Treasurer report: Mary Ann working on property in foreclosures. Mary Ann will be in court tomorrow, July 12th. There are fifty properties or so that need to be addressed. Financial; nothing in particular everything is as usual, however; a lot of money will be paid out before August. The County will be paying out approximately 13.8 million. Candy Pegler is back part-time and Chris Bily is now in the Register of Deeds office.

Bev Ward questioned some expenses from the check summary. There was a National Conference (April 18-24); Bev Ward questioned the out-of-state travel for Jennifer Swenson. Don Grinch didn't think permission was needed as it was in their budget. There was no County Board approval for the out-of-state travel as a resolution is required regardless of the budget.

An exit interview with the auditor on the 2010 budget has been set up for July 12 at 1:00 p.m. John West will meet with the auditor and Trena.

Bev Ward questioned when Liz Hendricksen and Barb Petkovsek left, if there was a to-do list left behind. Trena reported she was unable to find anything. She also stated both the Administrative Coordinator/Director of Finance and Assistance office was left in a mess. Piles of documents were unfiled and a lot of items found were duplicates not necessary or useful. She is trying to determine each of their job duties.

Trena had a supplement summary of Liz's job descriptions with some items highlighted. She still informed the committee the ladies in her office said they were performing duties not in their job description, but was uncertain as to what they were.

Trena asked the committee about contracting with Liz at \$75.00 per hour to provide training in Skyward. She has already contacted her employer and discussed this option. She feels this would benefit her.

Bev Ward questioned if cross training would occur, Trena indicated this was the goal.

County Clerk: Phillippi informed the committee on election law changes.

Recall election July 12th, radio announcements.

Conference overall was good, a lot of new items and trainings being held in future.

Not sure of status of grievance filed related to employee, i.e. Register of Deeds Office.

Motioned by Ward/Kotlowski to allow Trena to contract with Liz Hendrickson for skyward training at \$75.00 flat rate for 2 hour training sessions for a total of 8 hours to be paid out of account #100.21.51432.316. Motion carried by unanimous voice vote.

Trena is to initiate conversation with Jack and Marcia, to make sure that the membership costs posted to contracted services are JE back to the appropriate account in addition to training costs.

Preliminary Budget instructions:

- 3% utilities
- no more than 3% overall i.e. office supplies etc 0% if possible
- 2% wage *
- 10% health insurance *
- Salaries to be entered w/retirement reduction *

**items will be supplied by the ACDF office

Working off last year's levy the calculation is approximately \$85,000 based on the formula for unutilized funds. The calculation using prior year debt 2005 is approximately 200,000. Both calculations are preliminary drafts.

Next meeting dates:

- 8/5 - 9:00 a.m. = regular meeting
- 9/7 - 7:30 a.m. = 2012 budget
- 9/8 - 7:30 a.m. = 2012 budget
- 9/9 - 7:30 a.m. = 2012 budget
- 9/12 - 7:30 a.m. = 2012 budget
- 9/16 - 7:30 a.m. = 2012 budget
- 9/23 - 7:30 a.m. = 2012 budget
- 10/10 - 8:00 a.m. = regular meeting

Motioned by Kotlowski/Ward to adjourn at 12:50 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,


Cindy Phillippi

Recording secretary

These minutes have not been approved

Administrative & Finance Minutes
July 19, 2011 5:30 p.m.

Meeting was called to order at 5:32 p.m. by Al Sebastiani.

The meeting was properly noticed. Motioned by Sebastiani/Kotlowski to approve the agenda as presented. Motion carried by unanimous voice vote.

Present: Ward, Sebastiani, Kotlowski, West, and Renner. Also present was Larson, Murphy and Phillippi.

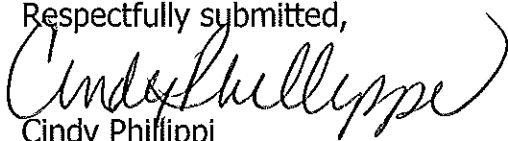
Item #5-\$155,000 loan CWCA: as long as it is done by September 1st there is no problem. Fred, CWCA, is going to try and get the loan.

Item #6-Sherwood Dam: Change order to \$5,975.00. Outlet of dam is different than what was being used. The north ends need trees removed and restore grade. Motioned by Renner/Sebastiani to cover the change order. Motion carried by unanimous voice vote.

Items for upcoming agenda: Central Wisconsin Community Action loan.

Motioned by Ward/Kotlowski to adjourn at 5:36 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Cindy Phillippi".

Cindy Phillippi

Recording secretary

These minutes have not been approved

Ad Hoc Sub Consolidation Committee Meeting Minutes
July 18, 2011, 8:30 a.m.

The meeting was called to order by Chairperson England at 8:30 a.m. James, Sumpter, Stuchlak, Wellumson, Allen and England present. Excused, Keckeisen. Also present, Borowski, Phillippi, Kaye, Genrich, Kotlowski, Price, Larson.

Motioned by James/Allen to approve the agenda. Motion carried by unanimous voice vote.

Borowski handed out a collaboration and consolidation document that their firm put in the Wisconsin Counties Magazine.

Borowski had spoke about the different groups that were put together to discuss different options.

The committee wanted an update on what the 42 counties had identified in their meetings. Borowski gave a summarization.

Borowski indicated that the county has to decide on the amount of control they are willing to give up.

For instance some counties have been working on consolidation of purchases. If the county were to enter into an agreement to purchase in bulk with another county there could possibly be a savings associated.

Jackson/Clark share Highway Commissioner – this is an another area in which the counties need to determine who would be in charge – which county, etc.

The committee needs to decide what they want to achieve, areas they want to look at, time frame of implementation, and how it would or would not work in Adams County.

Some areas that can be explored:

- Inter departmental agreements
- Intra departmental agreements
- Cross training
- Staffing
 - Job titles/descriptions – similar level of services, what is realistic

Business decisions – areas to explore with an ability to move forward.

What are other counties thinking?

- Simplified job descriptions – utilization of staff
- Regionalization of services
 - Rather than independent
- 1 target – dispatch – municipal/counties centralized
- Highway commissioner – sharing

- Counties doing work with municipalities with a \$5,000 magical amount
- Hiring of private companies instead of highway performing the duties
- Purchasing in bulk – consolidation of equipment i.e. computers to purchase in volume to achieve discounts
- License agreements, software, updates
- Public health – restaurant license
- Use of a common corporation counsel
 - Like Waushara/Marquette/Green Lake
- Regionalization of public health
- Regionalization of emergency government
- Contracting on a broader spectrum
- Coroner/medical examiner
 - Adams Counties contract is up in August again
- Consolidation of financials
- Consolidation of administration
- Consolidation of highway/public works
- Consolidation of environmental health and planning and zoning

Most consolidation/collaboration or cooperation has to be at the right time with the right person in order for it to be successful.

Barnes left at 8:45 a.m.

The committee would like a copy of the power point presentation from the 42 counties that has examples of:

- Utilities, internet services, regionalization all aspects – management and purchasing.
- Contracting out corporation counsel

Borowski indicated that the committee needed to consider things such as:

Realistic planning

Targeted areas

Evaluation of process

Outside partners

Time frame

Legal issues

Chapter 59

Roadblocks

Control/politics

How much change, and what type of change.

Do we want to manage as a business, do we want be involved in the day to day operation, what are the goals?

Past practice should or should not be taken into consideration, how effective are we, is there any problems, where is the problem, what is the problem or are things fine?

Running like a business, one must remember there are good business and bad. Good business decisions as well as bad business decisions.

Every county is unique for example in Villas County the Board Chair would like to see everything privatized.

Adams County needs to decide the path they wish to take.

Other areas to consider:

How are you going to promote employees, based on skill level, tenure, keep seniority rights? These types of business decisions will be up to the transition committee but part of the business decision process.

Currently Adams Counties internal department guidelines bleed together with manage. There should be an employee handbook and a separate administrative handbook.

Draft Core policies – Cohen has and will forward to Phillippi.

Allen would like to look at contracted area such as copy machine contracts, or areas to reduce costs before eliminating any positions.

Sumpter indicated Health and Human Services Departments as several copy machine vendors.

Stuchlak would like to eliminate rather than consolidate. The county is doing more than they need to be. Infrastructure and public safety should be priorities. Parks should not be levy related it is a luxury if they can be run with no levy dollars that a different story. Practical Cents – a 2nd hand business is another area. The lake districts would take back the outlying parks. Airport, consolidation of planning and zoning and land and water department – they have duplicated services. Matt an employee working in the land and water department is a certified inspector who could be working for both departments. Highway and solid waste should have been together prior to the building out on County F.

Wellumson would like to ask department heads for their thoughts, where they could cut, or work with other departments, for them to evaluate position in their departments, to constantly look out for the taxpayer.

Stuchlak indicated elimination of road painting, this could be privatized and reduce the cost and it should be looked at.

Internal/External/Regionalization- What can be done?

There are counties who are regionalizing internet systems – wireless – county/municipality.

Albert, Miller, Johnson, Croke present at 9:20 a.m.

Questions to consider:

Contracts – How often are they reviewed? What is the life of a contract?

England spoke of experience in the school system where cleaning and food services were contracted out. There was a high problem associate with theft and the food was terrible.

Janitorial services contracted out would need to be overseen by someone who controls and manages them.

Ward present at 9:25 a.m.

Wellumson had documents on number of employees received from the County Clerk's office along with levy and appropriations by departments. Sumpter would like a copy of this. Wellumson referred to counties who are collaborating in the east wondering if there were any in the west interested. (Wood, Juneau, Sauk.)

Agenda items to include:

Contracting-Consolidation services – copy machines

Parks operations

Airport operations

Consolidation of Land and Water with Planning and Zoning

Borowski will find a list of success stories and provide to Phillippi to hand out in advance.

Jason Dzwinel is a good source of information – most items were implemented through attrition.

Set next meeting date for 8/1/2011 at 9:00 a.m.

Motioned by Allen/James to adjourn at 9:32 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi

Recording Secretary

These minutes have not been approved

Ad Hoc Transition Committee Meeting Minutes
July 18, 2011, 9:30 a.m.

Meeting called to order by Chairman, Miller at 9:40 a.m. Present, Croke, Cohen, Sumpter, Ward, Stuchlak, West and Johnson. Also present, Kotlowski, Kaye, Larson, Price, Barnes and Wellumson.

Motioned by Stuchlak/Croke to approve the agenda. Motion carried by unanimous voice vote.

Borowski handed out a draft employee memo. Borowski explained the Department of Administration changed its ruling on Wisconsin Retirement Contributions on Friday. The ruling is unclear. The committee read and reviewed the memo. Ward recommended changes to the memo. The committee collectively agreed to change:

- I to we, in paragraphs 1, 2, 3, 4, 5, and the last paragraph of the page 3
- me, and I to Cindy in the second to last paragraph
- September 1, 2011 to August 13 on the second page
- the third paragraph by striking the second sentence and,
- sincerely Cindy Phillippi, County Clerk to sincerely Bill Miller, Ad Hoc Transition Committee Chair.

Motioned by Stuchlak/West to implement Wisconsin Retirement withholding on the August 19th payroll period for non-represented employees. Motion carried by unanimous voice vote.

Motioned by Sumpter/Stuchlak to accept the letter as amended and send out. Motion carried by unanimous voice vote.

Borowski provided hand outs to the committee related to the grievance procedure. Sumpter reminded the committee of the September 13th deadline in order to get the grievance in the county board packet and approved by the Oct 1, 2011 deadline.

Grievance Procedure

Look at discipline/termination

Discretion to manage: department heads/supervisors/employees

Just cause/progressive discipline

Provide employees protection

1. Document misconduct (termination any/no reason – look at Wisconsin law)
 - a. We want to communicate to the employee.
2. Grievance process – outside of grievance procedure
 - 1st before
 - Rights/ability to challenge
 - Investigate/document
 - 2 tier process – claims avoidance

2nd opportunity = next tier subject to grievance – 3rd party could be committee/Administrative Coordinator/Corporation Counsel – someone to hear the employees side of the story to create a check before action

Best Human Resource Practices – very important to keep concepts in mind

Everyone agrees to go with a 2 tier module
Who has the right to grieve?

Full-time
Part-time meeting below criteria

Identify probationary period of 6 months. Interchange the word probationary period with orientation period – be exempt from the use of – no probationary period.

Established employee is transferred from one department to another – past the 6 months? Change position whether it is a promotion or lateral move.

Any 6 month probation period can be grieved.

510 hours = 6 months for a regular part-time employee
6 month probation period anyone can grieve

Exclude LTES, Contracted, others

Barnes left at 10:45 a.m.

Skip workplace safety to the next meeting
Conditions/not the event
Precondition – employee report
County time to correct

What is grievable?
Discipline verbal/performance evaluation/written warnings – How far do we want to extend the ability to grieve? What do we want to allow them to grieve?

Discipline – loss of pay – yes
Discipline - Verbal - no

Discipline is not defined as benefit adjustments, performance improvements, layoffs, retirement.
Employee Discipline actions that may be excluded include:

- termination, layoffs or workforce reduction activities
- adverse employment actions other than a disciplinary suspension, disciplinary reduction in base pay, disciplinary demotion or disciplinary reduction in rank
- administrative suspension with or without pay pending investigation of misconduct or nonperformance

- non-disciplinary wage, benefit or salary adjustments

Termination actions excluded:

- layoffs
- workforce reduction activities job transfers or demotions
- action taken as a result of an employee's failure to meet the qualifications of the position
- voluntary termination including, without limitation, quitting and resignation;
- job abandonment
- end of employment due to disability
- retirement
- contract non-renewal under s. 118.22 and s. 118.24
- action taken pursuant to an ordinance created under s. 19.59 (1m)
- death or
- end of employment and/or completion of assignment of temporary, contract or part-time employees

Who is the impartial hearing officer? Who pays the cost associated the employee/county?

Demotion verses discipline – Is it misconduct or performance?

The cost associated will be split 50% for any grievance i.e., discipline/reductions in wages but only up to termination.

Larson/Kotlowski left at 11:20 a.m.

Recess: Motioned by Stuchlak/Sumpter to recess for 5 minutes at 11:25 a.m. Motion carried by unanimous voice vote.

Reconvene: Called back to order at 11:37 a.m. Present, Miller, Cohen, Croke, Johnson, Ward, Sumpter, and Stuchlak. Excused, West.

Burden of proof, employee must prove the county is wrong. The employee must clearly indicate why the county is wrong.

Can the Impartial Hearing officer overturn a decision?

Abuse of discretion

Preponderance supports department head

Who has the burden of proof? The employee and it must be clear and convincing evidence.

Johnson/Stuchlak excused at 11:45 a.m.

Grievance must be in writing- yes

Borowski will have a draft grievance form available for the next meeting. It is suggested that upon an event that would be deemed grievable, the form would be handed to the employee immediately. This will make the employee aware of his/her rights.

What is in the form?

- What? i.e. were you suspended for
- Who?
- How?
- Why? i.e. is the county wrong
- Witness?
 - To be as detailed as possible
 - Documents need to be identified

Who do we file the form with? Ideas being corporation counsel, administrative coordinator, personnel director, county clerk, department head

It will be the corporation counsel

- I.D. as central repository

Identification of timeline:

- Employee has 5 working days to file – under no circumstances can it exceed 5 working days

If deadline is missed corporation counsel has ability under extenuating circumstances to extend deadline. No appeal by employee or county.

- Corporation counsel will review document and notify employee within 3 working days of deficiencies, if no notice is provided to employee the grievance is moved on regardless of it being right/wrong or otherwise
- A standard letter from the corporation counsel denying the grievance will be provide to the employee to include appeal opportunity

Appeal process timeline:

- Employee has 5 working days (if the denial has been personally) delivered to file an appeal
- Employee has 8 working days (if the denial has been mailed) to file an appeal

How soon after the request is made for a hearing and the hearing itself?

- No less than 20 days

All documents must be provided/exchanged/furnished to the corporation counsel 10 days before the hearing this could include witnesses.

There will be no mediation.

The hearing will be in closed session.

There will be no recording i.e. taped, video or other of the proceedings.

The hearing officer can ask questions.

Employee and/or county can request to have counsel present, but no other person i.e. to represent them.

Is the county going to rely on the impartial hearing officer's decision, findings, facts and/or explanation?

Standard of Review: Abuse of discretion

Impartial hearing officer, reverse decision of authority implementing decision

Impartial hearing officer makes the decision both or either parties can appeal the decision. The appeal goes to the county board. It must be with-in 7 working days of the determination.

Rules of evidence don't apply.

Deadline for hearing officers decision = 7 working days.

The decision will be placed both in the employees file and the corporation counsel office.

Deference – Remove

County Board can reverse decision and on what basis? Enable review?

Only if abused discretion

Arbitrary/oppressive/unreasonable

The corporation counsel and personnel director will have copy on file.

Quickly touch on work place safety.

Draft of template

Precondition

Notify county – county has time to take corrective action if necessary

Work place safety issues should be run through the department head in conjunction with the personnel director. This is for impartiality.

An employee can report something seen unsafe for or on behalf of someone else. As safety is a priority.

Agenda items for next meeting to include:

Work place safety draft

Draft of grievance procedure

Draft grievance form

Set next meeting date for August 4, 2011 at 9:00 a.m.

Motioned by Ward/Croke to adjourn at 1:20 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

Adams County Airport Commission
Minutes for the August 8, 2011 Meeting

Call to Order: Meeting was called to order by Chairman B. Miller at 7:00PM.

Roll Call: J. Kotlowski, M. Bourke, J. Reuterskiold, S. Pollina and B. Miller. Also in attendance were M. Scott, airport manager and S. Sundsmo, grounds keeper.

Audience: Mike Hartz, hangar owner.

Was the meeting properly announced? Yes

Approve Agenda: Motion by Pollina, Second by Bourke to approve the agenda. All voted aye, motion carried.

Approve the Minutes: Motion by Bourke, Second by Kotlowski to approve the July 11, 2011 minutes. All voted aye, motion carried.

Airport Managers Report:

Correspondence:

An Airport Operations & Land Use Seminar will be held by the Bureau of Aeronautics on September 14-15 in Stevens Point. Scott will not be able to attend so the information was passed around for commission members to consider.

Letters were sent to five hangar owners requiring them to cut their grass. The groundskeeper had to cut three and Scott will be working with Corp. Counsel to send out billings.

Financial Review Monthly Check Summary:

Scott passed around the monthly check summary and expense report for July. With 58% of the year having passed there are no categories that are beyond that amount.

Fuel Report:

Fuel sales through August 8, 2011 were 9,053 gallons, well below last year. Scott also informed the commission the self service fuel system was down over the weekend. A loaner mother board was installed and the system was up and running by noon Monday. The original mother board was sent out for repairs. While it was down Scott was called out four times to fuel aircraft for a total of 119.7 gallons.

Adams County Airport Commission
Minutes for the August 8, 2011 Meeting

Underground Storage Tank Update:

Scott reported that the Metco contract was signed and returned as directed by the commission. A down payment of \$713 was requested by Metco and it was paid. Two weeks ago a technician installed the flapper valve over fill protection in the filler tube. Yet to be completed is the over fill horn and the emergency shut-off switch. The work has not yet been scheduled by Metco.

Discuss, Prioritize and Act on Current 6 Years Plan (Runway Repair/Replace & Electrical Upgrade:

An email was received from Stacey Miller from the Bureau of Aeronautics indicating that the 2011 entitlements have not yet been received so instead of our account containing \$441,000 it has \$263,103.

Estimates from Mead & Hunt for the 6 year plan are \$727,000 for runway replacement and \$212,000 for the electrical upgrade. Because there is a significant difference in project funding and project cost the commission will need to make some decisions on how to proceed.

According to Scott, the electrical upgrade was to originally increase its capacity for future runway extension and may have been expanded in the estimate to include LED lighting. Regardless, in Scott's opinion the runway was a higher priority due to its age, condition and high cost of maintenance. Motion by Bourke to prioritize the current 6 year plan as follows: 1) Runway Repair/Replacement, 2) Upgrade electrical vault only, and 3) electrical improvements (excluding vault upgrade). Second by Pollina, all voted aye, motion carried.

Discuss and Act on 2012 Airport Budget:

Scott presented the proposed 2012 budget for the airport. Revenue is estimated at \$6,300 for hangar leases, agriculture leases and parking fees, and \$68,000 in fuel sales for a total of \$74,300. Fuel sales are projected at only 15,000 gallons due to the recession.

On the expense side, an effort to resist any increase was explained. Other than the anticipated \$0.33 per hour increase in the groundskeepers wage Scott believes the airport can maintain services at the amounts budgeted from the previous year. Currently the YTD activity is below expectations in some categories especially telephone services and Gas & Electric so no adjustments are made.

Scott also recommended Capital Improvements remain at \$10,000 to cover at least part of the sponsors cost of the airport improvement project.

Adams County Airport Commission
Minutes for the August 8, 2011 Meeting

Motion by Pollina to accept the budget as presented with the exception of Part Time Wages, Social Security and Retirement accounts that are to be adjusted to reflect the anticipated \$0.33 per hour increase in the Wages on 4/1/2012. Second by Bourke, all voted aye, motion carried.

Lucille Davis, Committee for City Sentential Celebration July 4, 5, 6 and 7, 2012, Presentation and Act on Request:

Scott reported that Ms. Davis withdrew her request prior to the meeting.

Motion by Kotlowski, second by Reuterskiold to accept the manager's report. All voted aye, motion carried.

Grounds Keeper Report:

Sundsmo reported that the new hangar area has been cut for the first time with minimal problems with the erosion matting. However, a front tire of the diesel tractor was ruined by a pvc stake marking underground wiring that was hidden in the grass. Otherwise, all equipment is operational.


Motion by Bourke, Second by Reuterskiold to accept the groundskeepers report. All voted aye, motion carried.

Audience Comments: None.

Next meeting set for September 12, 2011 at 7PM at the Welcome Center.

There being no further business a motion was made by Kotlowski to adjourn. Second by Pollina. All voted aye, motion carried. Meeting was adjourned at 8:05 PM.

Respectfully Submitted,



Michael L. Scott
Airport Manager

ADAMS COUNTY BOARD MINUTES
July 19, 2011 6:00 p.m.

The Adams County Board of Supervisors meeting was called to order by Chairperson Sebastiani at 6:00 p.m.

Roll Call of Supervisors: Dist. #01-Glenn Licitar; Dist. #02-Diane England, Dist. #03-Larry Babcock; Dist. #04-Al Sebastiani, Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Joseph Stuchlak; Dist. #08-Patrick Gatterman; Dist. #09-Patricia Townsend; Dist. #10-Vacant; Dist. #11-Jack E. Allen; Dist. #12-Florence Johnson; Dist. #13-Mike Keckeisen; Dist. #14-Bev Ward; Dist. #15-David Renner; Dist. #16-John West; Dist. #17-Bill Miller; Dist. #18-Terry James; Dist. #19-Karl Klingforth; Dist. #20- Lori Djumadi. Also present Ethan Olson, from the SAYL program. Excused, Alexandria Beckman and Myckael Rake SAYL member.

Motioned by Allen/Djumadi to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Licitar/Kotlowski to approve June 21, 2011 minutes. Motion carried by unanimous voice vote.

Claims: None

Correspondence: None

Appointments:

Motioned by Klingforth/Ward to appoint Florence Johnson to the WI Counties Solid Waste Management Association as a Policymaker Member. Motion carried by unanimous voice vote.

New Business: None

Unfinished Business: None

Reports and Presentations:

Trena Larson, Administration Coordinator/Director of Finance gave a report.

Daric Smith, RIDC gave a report.

Dave Callender and Sarah Diedrick gave a PowerPoint presentation on 2011-2013 State Biennial Budget.

Resolutions:

Res. #36: Motioned by Stuchlak/Ward to adopt Res. #36 to update the Adams County Land Records Modernization Plan as recommended by the Adams County Land Information Council and the Wisconsin Department of Administration. Motion to adopt Res. #36 carried by roll call vote, 19 yes, and 1 vacant. Vacant, Districts #10. (1 yes, 2 excused SAYL member, non-binding votes. Excused, Beckman and Rake).

Res. #37: Motioned by Townsend/Klingforth to adopt Res. #37 to sell the commercial real property commonly known as 699 S. Main Street, Adams, Wisconsin to Donna L. Disch for the sum of \$122,000.00 minus related closing costs and expenses. Motion to adopt Res. #37 carried by roll call vote, 19 yes, and 1 vacant. Vacant, Districts #10. (1 yes, 2 excused SAYL member, non-binding votes. Excused, Beckman and Rake).

Res. #38: Motioned by Ward/Licitar to adopt Res. #38 to authorize Sam Wollin of the Sheriff's Department to attend the National Sheriff's Institute in Longmont, CO, from August 28 through September 3, 2011. Motion to adopt Res. #32 carried by roll call vote, 19 yes, and 1 vacant. Vacant, Districts #10. (1 yes, 2 excused SAYL member, non-binding votes. Excused, Beckman and Rake).

Ordinances: None

Denials: None

Petition: None

Motioned by Ward/Johnson to approve claims as submitted. Motion to approve claims carried by unanimous voice vote. (1 yes, 2 excused SAYL member, non-binding votes. Excused, Beckman and Rake).

Motioned by West/Johnson to approve per diem and mileage as submitted. Motion to approve carried by unanimous voice vote. (1 yes, 2 excused SAYL member, non-binding votes. Excused, Beckman and Rake).

Motioned by Johnson/Djumadi to have the Clerk correct any and all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote. (1 yes, 2 excused SAYL member, non-binding votes. Excused, Beckman and Rake).

Set next meeting date for August 16, 2011, 6:00 p.m. Adams County Board tour will be on July 25, 2011, bus leaves the courthouse at 8:30 a.m.

Motioned by West/Ward to adjourn at 7:32 p.m. Motion to adjourn carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Adams County Clerk

These minutes have not yet been approved.

**Minutes of Executive Committee Meeting
Tuesday, July 12, 2011 – 9:02 a.m. - Room A-260**

Meeting called to order by Al Sebastiani, Chair, at 9:00 a.m. The meeting was properly announced. Members present: Al Sebastiani, Dave Renner, Joe Stuchlak, Larry Babcock, and Beverly Ward.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; John R. "Jack" Albert, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; Jodi Helgeson, Register of Deeds; Jani Zander, AFSCME Union Local 1168 (Courthouse); and Diane Heider, Legal Assistant, Recording Secretary.

Motion by Stuchlak, seconded by Babcock, to approve the Agenda. Motion carried by unanimous vote.

Motion by Babcock, seconded by Ward, to approve the Executive Committee Minutes of June 14, 2011. Motion carried by unanimous vote.

There was no public participation. There was new correspondence received from WPPA Locals 355 and 414 which was handed to the Committee and attendees. Discussion was held regarding Budget Repair Bill status and its potential effect on union contracts in general.

Discussion was held as to whether accountant Jeff Cohen's month-to-month services were beneficial to the Administrative Coordinator/Director of Finances. Larson said Cohen's services would be beneficial to go over the next cash reconciliation. Motion by Ward, seconded by Stuchlak, to continue the temporary contract with Jeff Cohen on a month-to-month basis. Motion carried by unanimous vote.

Motion by Ward, seconded by Stuchlak, to convene in closed session at 9:07 a.m. to discuss and/or act on the Grievance filed by AFSCME Local 1168 (Courthouse) regarding seniority. Jani Zander joined the meeting. Motion carried by unanimous vote.

The meeting reconvened at 10:07 a.m. Motion by Stuchlak, seconded by Renner, to deny the Grievance. Ward voted no; Sebastiani, Renner, Stuchlak and Babcock voted yes. Motion carried by a vote of 4-1. Helgeson and Zander left the meeting.

Trena Larson presented the Administrative Coordinator/Director of Finance monthly report. Larson attended one Skyward training session which she felt was only somewhat beneficial, and may request a refund of training fees. Larson stated that Finance Committee approved up to 4 additional training sessions with Liz Hendriksen. Preliminary 2012 department budget outlines, with proposed wage and benefit information, will be provided to Department Heads by August 1st.

Jack Albert presented the Corporation Counsel monthly report. The model Records Retention Policy will be presented to Department Heads for review prior to the Department Head meeting. A letter will be sent prior to September 1st to all Unions regarding 2012 Union contract revisions.

These minutes have not yet been approved by the Executive Committee.

Marcia Kaye presented the Personnel Department monthly report including resignations, retirements, transfers, and new hires. No new grievances were reported. AFG will do a presentation on Health Risk Assessment to the Committee at the August 10, 2011 1:00 p.m. Executive Committee Meeting.

Motion by Stuchlak, seconded by Babcock, to approve vouchers. Motion carried by unanimous vote.

The next regular meeting date is set for August 1, 2011 at 1:00 p.m.

Action items for next meeting: AFG Presentation of Health Risk Assessment.

Motion by Ward, seconded by, to adjourn the meeting at 10:44 a.m. Motion carried by unanimous vote.

Respectfully submitted,



Diane Heider
Recording Secretary

ADAMS COUNTY HEALTH & HUMAN SERVICES AND VETERANS SERVICE BOARD

MONTHLY MEETING MINUTES

RCH Room, June 17, 2011, 9:00 a.m.

The Adams County Health & Human Services and Veterans Service Board meeting was called to order by Chairperson Townsend at 9:00 a.m.

Roll Call of Board Members: Pat Townsend, Terry Harvey-Beversdorf, Fran Dehmlow, Maureen Bruce, Diane England, Karl Klingforth & Jack Allen. Excused: Dr. Hatton

Health & Human Services Staff: Charles Price, Phil Robinson, Carol Johnson, Wendy Pierce, Dana Henriksen & Sarah Grosshuesch

Veterans Service Staff: Dave Guerin

Others present: Sherrie Manning (Practical Cents); Sara Oswald & Patty Bula (Bridges for Youth staff)

Motion by Klingforth/England to approve Agenda and Compliance with Open Meetings Law. Motion carried by unanimous voice vote (UVV).

Motion by Allen/England to approve the May 13, 2011 minutes. Motion carried by UVV.

New Business – none

Public comment - none

Correspondence – none

Veterans Service

VSO's May Vouchers and Financial Report and June calendar were distributed in the board packets. Motion by Bruce/Klingforth to approve VSO's May report and June calendar. Motion carried by UVV.

Health & Human Services

Financial Report – Financial Report was provided in the board packets. Motion by England/Harvey-Beversdorf to approve May Vouchers and Financial Report. Motion carried by UVV.

Thrift Store financial report was provided. Year to Date Gross plus sales as of June 13, 2011 was \$108,172.78.

Conference & Workshop Attendance: Charles Price provided information on conferences and workshops various staff will be attending including: Kelly Oleson – Attending the Drug Endangered Child(ren) Conference (LaCrosse 7/27-7/28). Chuck Price, Sarah Grosshuesch and Beth Czerwinski – Attending ICS-400 training (Appleton 6/22-6/23/11)

Unit Reports:

Youth Services: Charles Price reported for the Youth Services unit.

Clinical Services: Phil Robinson reported for the Clinical Services unit.

Aging: Carol Johnson reported for the Aging unit.

Long Term Support Services: Charles Price reported for the LTS unit.

Health Officer: Sarah Grosshuesch reported for the Public Health unit.

Economic Support Services: Dana Henriksen reported for the ESS unit.

Presentation – Children and Families Mentoring Program. Presented by Patty Bula and Sara Oswald (Bridges for Youth staff).

Chairperson Townsend called for a 10 minute break at 10:35 a.m. Meeting called back to order at 10:45 a.m.

ADRC/Family Care Resolution – Discussion and/or action on a resolution approving the inclusion of Adams County to the multi-county Aging and Disability Resource Center. Motion by England/Allen to approve the inclusion of Adams County to the multi-county Aging and Disability Resource Center. Motion carried by UVV.

Economic Support Resolution – Discussion and/or action on a resolution in support of the Wisconsin Counties and Wisconsin County Human Service Association Income Maintenance Model. Motion by Allen/Klingforth to support Wisconsin Counties and Wisconsin County Human Service Association Income Maintenance Model. Motion carried by UVV.

Aging Resolution – Discussion and/or action on a resolution for out-of-state travel for Jill Helgeson. Motion by Klingforth/Harvey-Beversdorf to approve out-of-state travel for Jill Helgeson. Motion carried by UVV.

Roof/Remodel Updates – Charles Price provided information on the Roof/Remodel project.

Transportation – Discussion and/or action on extending the position of Transportation manager through end of 2011. Motion by England/Bruce to extend the position of Transportation manager through end of 2011. Motion carried by UVV.

Thrift Store – Discussion and/or action on converting contracted Store manager position (through Gemini) a County position (Would be considered a new position). Motion by Allen/England to table discussion until July HHS Board Meeting. Motion carried by UVV.

Thrift Store – Discussion and/or action on the implementation of a credit card transaction system at Practical Cents. Motion by Klingforth/Allen to approve the implementation of a credit card transaction system at Practical Cents with Corp Counsel approval of contract. Motion carried by UVV.

Amended Item: Clinical Services – Discussion and/or action on recruitment for Mental Health Case Manager position. Motion by England/Bruce to recruit for Mental Health Case Manager position. Motion carried by UVV.

Director's Report – Charles Price gave the Board an update of what he has been working on in various areas of Health & Human Services, meetings and conferences he has attended as well as upcoming meetings that he plans to attend.

Next Regular Meeting Date – July 8, 2011 9:00 a.m.

Adjournment: Chairperson Townsend asked if there was any further business to consider. Hearing none, she declared the meeting adjourned at 11:47 a.m.

Minutes respectfully submitted by Beth Czerwinski
THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE

Beth Czerwinski

**Adams County Humane Society
Board of Directors - Meeting Minutes
Community Center in Adams County
July 11, 2011
License #266944-DS**

Call to Order

Carol Berry called the monthly meeting of the ACHS board of directors to order at 5pm.

Attendance

Carol Berry, Mary Anne Keul, Al Schmidt, Brenda Merkle, Joyce Koehler, Christina Ackerman, and Lynn Moen.

Approval of Minutes

The minutes of 6/13/2011 were approved by motion from Mary Anne and seconded by Lynn.

Treasurers Report

Al presented the monthly financial report, explained expenses and answered questions. The treasurers report was approved and accepted.

Building Maintenance

All approved the ordering and installation of vents in two doors in the cat area.

All agreed to have work done on the furnace to increase the blower speed.

We are presently looking for someone who can vent an extra clothes dryer to the outside.

Fresh Ideas Committee Update

Taste of Rome is July 16th, will have the van in the parade and have a table with info and with various items to sell.

July 23, is the pie and ice cream social from 11am to 3pm, at the Lions Park in Adams.

August 13 is the next rabies clinic.

August 26 and 27th is the huge garage sale at the Fair Grounds.

August 27th is also a brat fry by the County Market.

Managers Report

Got a huge donation of wet cat and dog food.

Workers have been clearing brush to open an area, so the dog kennels can be rearranged give the dogs more shade.

We now have a back-up vet from Madison who can help out during the summer months when needed.

Old Business

Changes were made to the By-Laws, everyone has a copy to check over by the next meeting, when there will either be more changes made or will be approved.

New Business

Carol Berry attended the Town of Adams meeting and the events were discussed.


The ACHS brochures need to be updated, will discuss the changes at the next meeting.

Adjourn

Carol Berry called the meeting to end at 7:43pm.

Next BOD meeting held at the community center will be August 8, 2011 at 5PM

Minutes respectfully submitted by


Joyce Koehler, Secretary

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, JULY 14, 2011 AT 9:00 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI**

MEMBERS PRESENT: Larry Babcock, Chairperson
Florence Johnson, Vice-Chairperson
Patrick Gatterman, Secretary
Dean Morgan
Michael Keckeisen

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, Barbara Morgan, Everette Johnson and James Haag

CALL MEETING TO ORDER: The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, July 14, 2011.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, JOHNSON, GATTERMAN, MORGAN AND KECKEISEN. ALL MEMBERS PRESENT.

APPROVAL OF AGENDA: *Motion by Gatterman to approve the Agenda as presented, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

APPROVAL OF MINUTES OF LAST MEETING (JUNE 9, 2011 REGULAR MONTHLY MEETING): *Motion by Morgan to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for JUNE 9, 2011 Regular Monthly Meeting, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: Public participation was requested for the following Agenda item:

- **659 COUNTY ROAD "A" – PROPERTY OWNER CONCERNS**

659 COUNTY ROAD "A" – PROPERTY OWNER CONCERNS: James Haag was present and presented pictures of his property and explained to the Highway Committee water issues concerning his property at 659 County Road "A". A video was viewed reference the 659 County Road "A" property. The Highway Committee would like to have a site visit on 8/11/11 at 8:30 a.m., prior to acting on this concern.

SALE OF 5 ACRES OF LAND AT LANDFILL SITE FOR IROW PROCESSING FACILITY: The Highway Committee and Highway Commissioner discussed the sale of five acres of land at landfill site for IROW processing and the location of the county salt shed in relation to the land description on the resolution as the salt shed is not on the described land in Resolution #93-1999. Highway Committee suggested that this topic be referred back to the Solid Waste Committee for Amendment to Resolution #93-1999.

CTH "C" & CTH "Z" NORTHEAST CORNER ~ COUNTY PROPERTY ~ PECFA UPDATE & ENGINEERING CONTRACT: *Motion by Keckeisen to authorize signing Task Order #17 for the amount of \$35,000 with AECOM Technical Services Inc. reference the county property that is located at the Northeast corner of CTH "C" & CTH "Z", second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
JULY 14, 2011 ~ 9:00 A.M.**

REVIEW & APPROVE COUNTY ROAD "Z" (18TH LANE TO WOOD COUNTY LINE) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS & OFFERING PRICE REPORTS: *Motion by Keckeisen to approve the nominal payment parcel report as prepared by Timber-Selissen Land Specialists for parcel 16 on the County Road "Z" (18th Lane to Wood County Line) Project, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & APPROVE COUNTY ROAD "Z" (STH 82 TO CTH F) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS & OFFERING PRICE REPORTS: *Motion by Keckeisen to approve the offering price report as prepared by Timber-Selissen Land Specialists for parcel 187 on the County Road "Z" (State Road 82 to County Road "F") Project, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

RESOLUTION HONORING RODNEY BABCOCK FOR HIS YEARS OF SERVICE TO ADAMS COUNTY: *Motion by Keckeisen to sign and approve a Resolution honoring Rodney Babcock for his years of service to Adams County and to forward to County Board to be acted on at the August 2011 County Board Meeting second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.* Highway employees will have the opportunity to sign the back of the Resolution.

STATE ROAD 13 PROJECT (GOLDEN TO COLUMBIA COUNTY LINE): Highway Commissioner updated the Highway Committee on the State Road 13 Construction Project between Golden Avenue and the Columbia County Line. Preconstruction meeting will be held at the Wisconsin Dells Municipal Building on 7/22/11.

COUNTY ROAD "G" H.I.S.P. (HIGHWAY SAFETY IMPROVEMENT PROGRAM) PROJECT: *Motion by Keckeisen to submit two projects to the Highway Safety Improvement Program (H.I.S.P.): County Road "G" & Duck Creek Avenue and County Road "G" approximately ½ mile south of Elk Avenue, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

COUNTY ROAD "Z" PROJECT (18TH LANE TO WOOD COUNTY LINE): Highway Commissioner discussed with the Highway Committee options to submit for funding on the County Road "Z" Project between 18th Lane to Wood County Line, will continue to submit as one project for Surface Transportation Program (STP) Funding.

TIGER GRANT APPLICATION: Highway Commissioner will inquire if there is any matching funds that would reimburse the county a percentage for land acquisitions and if there is any application fee for the Tiger Grant.

AUTHORIZE PAYMENT OF ENGINEERING SERVICES TO RELOCATE TELEPHONE LINES ON CTH "Z": Highway Commissioner explained that two invoices were received from Frontier Communication Services reference engineering services to relocate telephone lines on County Road "Z". Communications with Frontier as to what the invoices are for is ongoing and this item will be placed back on the August Highway Committee Agenda

REVIEW & ACT ON UNION JOB POSTINGS: *Motion by Johnson to approve the Union Postings: Grader #397 ~ no signatures / Mechanic ~ no signatures and Street Sweeper ~ no signatures, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
JULY 14, 2011 ~ 9:00 A.M.**

UPDATE ON STATE BUDGET AND IMPACT ON HIGHWAY DEPARTMENT:
The Highway Commissioner provided information and discussed with the Highway Committee the State Budget impacts to Adams County Highway Department.

**HIGHWAY COMMITTEE MEMBER FLORENCE JOHNSON WAS EXCUSED
AT 12:10 P.M.**

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Mowing on County Roads
- Completed Seat Coating in Lincoln County
- Painting for State and other Counties, both trucks running
- County Road "B" overlay is in progress and should be complete this week and then Adams County will do the shoulder work
- County Road "O" reconstruction in progress
- Equipment rental denied to City of Wisconsin Rapids, inquired about renting chip spreader without operator, explained that an operator must be with this piece of equipment.

FINANCIAL REPORT: *Motion by Gatterman to approve the June 2011 Financial Report as audited, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

VOUCHERS: The Highway Department monthly check summary report was presented to the Committee for review. Committee members reviewed the July 8, 2011, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Gatterman to approve the Monthly Check Summary report as presented, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- UPDATE ON STATE BUDGET
- TIGER GRANT APPLICATION
- AUTHORIZE PAYMENT OF ENGINEERING SERVICES TO RELOCATE TELEPHONE LINES ON CTH "Z"
- RESOLUTION TO AMEND PROPERTY DESCRIPTION IN RESOLUTION #93-1999

SET NEXT MEETING DATE AND ADJOURN: *Motion by Keckeisen, second by Gatterman, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, August 11, 2011 at 8:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 12:40 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

Land Information
Minutes for May 26, 2011 1:30 PM
Courthouse County Board Room

Chairman Al Sebastiani called the meeting to order. The meeting was properly announced

Roll Call: Al Sebastiani, Jodi Helgeson, Rod Stormoen, Sue Theisen, Mary Ann Bays, Dawn McGhee and Pat Kotlowski, Phil McLaughlin, Jane Gervais, Greg Rhinehart, Tyler Grosshuesch and Bill Parr. Guest was Andy Faust from North Central WI Regional Planning Commission

Motion by Mary Ann, seconded by Bill to approve the agenda. Motion carried unanimously.

Motion by Sue, seconded by Bill to approve minutes . Motion carried unanimously

Andy Faust from North Central WI Regional Planning Commission gave a demonstration on county survey records online. He worked with Oneida Co to develop the website and is sharing it with NCWRPC members. Adams County is currently working on digitizing the county surveyor records and this website would provide public access online to many of those records. Council felt that this was a good method to make those records we are digitizing available and that this should be pursued. There is no cost for NCWRPC to do this for the county.

Tyler presented a report on GIS activities:

Tornado response, redistricting, addressing, update to Sheriff's dispatch system, plat book, Shoreland Protection Ordinance, Nitrate mapping. (See attached)

Wetland Inventory data from DNR will be obtained to assist with the Shoreland Protection Ordinance. There will be no cost to county to obtain this data.

2011 Imagery in SID Format for Sheriff's Dept Dispatch – Due to Spillman requirements for specific projection, county needs to purchase this for Spillman system. Important for updated aerial photography to be readily available for law enforcement. Cost is around \$1900. Jodi indicated that while this specific item was not included in 2011 budget, there are sufficient funds to cover and it meets the criteria of the land records modernization plan. Motion by Phil, seconded by Mary Ann to purchase. Motion carried unanimously.

2011 Base Budget and Education Grant Cycle application has been received. It is due August 15. Committee discussed current surveyors project and how important it would be to have those records as well as other land related records archived. Motion by Mary Ann, seconded by Bill to prioritize 2011 Base Budget grant on land records document preservation including the purchase of a scanner and possibly a large format scanner if funds are available. Discussion on manpower to actually do the scanning. Jodi will check with departments who are currently using Experience Works (former Green Thumb) and how this could apply. Workflows for this project will have to be developed by the department head where the records are maintained (such as County Surveyor, Planning and Zoning Administrator etc).

Roundtable: Tornado Incident, road surface data update, Shoreland Ordinance Public Hearing, home prices and sales, land records modernization plan county board approval,

Next meeting tentatively set for August 15. Budget documents should be available.

Motion by Phil, seconded by Greg to adjourn

Meeting was adjourned at 3:00 PM

Respectfully submitted,
Jodi Helgeson-Acting Secretary

NOT APPROVED

LAND & WATER CONSERVATION COMMITTEE MEETING MINUTES

DATE: July 19, 2011 TIME: 5:00 p.m. PLACE: Room A231

Present: Glenn Licitar, Barb Morgan, Terry James, Joe Stuchlak, Karl Klingforth, Diane England

Absent: Kevin Bork

Call to Order: Meeting was called to order by Chair Stuchlak at 5:00 p.m.

Was the meeting properly announced? Yes

Approve Agenda: Motion by Morgan; seconded by James to approve the agenda. Motion carried unanimously.

Public Participation: Chair Stuchlak stated he would take public participation as needed.

Cost-Sharing Contracts: The following Lake Protection Grant cost-share contracts were presented: 1) Peggy Truhlar (Lake Camelot); and, 2) William and Melissa Broman (Lake Camelot). Motion by James; seconded by Klingforth to approve the cost-share contracts as presented. Motion carried unanimously.

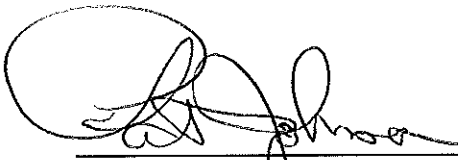
Sherwood Dam Repair Change Order: Motion by James; seconded by Licitar to approve the change order in the amount of \$5,975. Motion carried unanimously.

Conservation Clerk Vacant Position: Pat Johnson informed the committee that she had given Murphy her resignation letter effective July 29, 2011. The committee thanked Pat for her good job performance. Pat thanked Murphy and the committee for the retirement card they presented to her and told them she enjoyed working for the County and Murphy. Motion by Morgan; seconded by Klingforth to fill the vacant full-time Conservation Clerk position. Motion carried unanimously. Contracted services was discussed and the consensus was to bring forth an Agreement for consideration at the next Land and Water Conservation Committee meeting.

Motion by Morgan; seconded by James to adjourn at 5:20 p.m. Motion carried unanimously

Next scheduled meeting:

Monday, August 8, 2011 at 9:00 a.m., Room A231



Minutes taken by:
Pat Johnson
Conservation Clerk

July 25, 2011 Library Board Meeting

The meeting was called to order by President Nelson at 2:00 p.m. Present were Nelson, Townsend, Renner, Challoner, Kreten, Heideman and Director Wavrunek. Also in attendance was guest, Elaine Wilson. Albrecht was excused.

President Nelson verified that the meeting had been properly announced.

Motion to approve the agenda as distributed was made by Challoner, Seconded by Townsend and carried unanimously.

As always, public input was invited but no members of the public were in attendance.

Motion to approve the minutes of the June 21, 2011 meeting was made by Townsend, seconded by Kreten and carried unanimously.

The financial report distributed to board members included information related to the bills to date.

Motion to approve the financial report was made by Kreten, seconded by Challoner and carried unanimously.

Communications and Reports

Director Wavrunek has received his Grade 1 Certification. Motion by Townsend to reimburse the Director for the \$50.00 fee for the certification process. The motion was seconded by Challoner and carried unanimously.

South Central Library System Report

Townsend reported that there have been no cuts from the SC budget so far.

Director's report

- A. Circulation Report: Circulation remains steady with only a slight decrease from June of 2010. Possible reasons: the weather and/or Koha.
- B. Discussed moving DVD & VHS tapes out from behind the counter and placed on shelves. The sleeve system currently in use is outdated and redundant. Discussed various locations for new arrivals (books) as well as DVDs, VHS & CDs. It was proposed to make the changes for a 6 month trial period once the shelving is available. Security issues were also discussed.

- C. Discussed requiring a small charge for proctoring exams. This will be discussed further at the next meeting.
- D. Discussed various options for the grounds: i.e. community vegetable garden, water garden, prairie style restoration.
- E. Discussed more up-to-date-, comfortable furniture in the reading room.
- F. Director Wavrunek proposed placing shelving in the hallway for a permanent honor-system based book sale which provoked a discussion of the possibilities.
- G. The summer reading program is going "great" especially the program with the dogs. The final program will be this Thursday, the 28th.

Scrapbook Update: Elaine Wilson reported that no additional work has been done on the book itself. She has gathered more materials and needs help in labeling with names. She will come to the September board meeting.

Book Sale: The hours are Thursday Aug. 4 from 12 to 5, Friday Aug. 5 from 9 to 5, and Sat. Aug 6 from 9-2. There volunteers to cover all times.

Budget: Discussed the payment to the Oxford Library

Items for next meeting:

1. Concealed Carry Policy
2. Hallway book sale
3. Landscape possibilities

The meeting was adjourned at 3:00 pm. Next meeting will be tentatively scheduled for Aug. 22, 2011 at 1 pm.

Respectfully submitted,
Jeanne Heideman
Vice President

**Parks Committee Meeting
Petenwell Park Office Bldg.
June 15, 2011 8:30 a.m.**

Call to Order: Meeting was called to order at 8:30 a.m. by Vice Chairperson Kotlowski.

The meeting was properly announced.

Roll Call: Committee Members: Jerry Kotlowski, Dave Renner, and Bill Miller. Others present: Fred Nickel – Director Parks/Recreation, Darren Tolley – Petenwell Park Manager, and Mark Miller – Castle Rock Park Manager.

Approve Agenda: Motion by Miller/Renner to approve the agenda as presented. Motion carried by unanimous vote.

Previous Minutes: Motion by Miller/Renner to approve the May 11, 2011, minutes as printed. Motion carried by unanimous vote.

Agenda Items:

Correspondences /Special User Requests: Motion by Renner/Miller to deny Ms. Volkovic's request for 10 vendors to setup and sell crafts/items 4th of July weekend. Motion carried by unanimous vote.

Public Participation on Agenda Items: None.

Petenwell Park Road Repairs & Crack Filling: Motion by Renner/Miller to advertise for bids for paving and crack filling at Petenwell Park to include a performance bond be included in the bid. Bids to be opened at the July or August Committee meeting. Motion carried by unanimous vote.

Five Year Recreation Plan / Long Range Planning: Motion by Renner/Miller to approve North Central Regional Planning Commission to prepare the new County-Wide Five Year Recreation Plan. Motion carried by unanimous vote.

Recreation Report by Committee Members: None.

Trails Management Report: Coordinator received the final 2010-2011 snowmobile bills from the Clubs to complete the State snowmobile audit.

Coordinator showed Committee an autographed photo of three Green Bay Packers on an ATV trail ride in Adams County on Plum Creek Timber Company property – photo will be forwarded to them.

Tourism Report: Director distributed copy of the 2011 winter/spring tourism report and reviewed with Committee.

Equipment Purchases: Petenwell and Castle Rock Parks have the new tractors.

Motion by Miller/Renner to approve the purchase of security camera systems for Castle Rock and Petenwell Parks providing monies are in the budget for the purchases. Motion carried by unanimous vote. Purchases will be taken from the Capital Improvement budget line items for both parks.

WPRA Annual Conference: Director invited Committee to attend if interested.

Employee Status Report: Petenwell Park Asst. Mgr. II retired so Asst. Mgr. I was promoted to the Level II position. The applicant that was hired for the Level I position resigned due to family commitments after a couple weeks. This position is currently vacant.

Castle Rock Park Asst. Mgr. II was released and Asst. Mgr. I will be promoted to the Level II position on an Interim basis for 60 days. After 60 days as interim, performance will be evaluated and determination made whether to promote to Asst. Mgr. II. Asst. Mgr. I position will not be advertised at this time. Tom Baggs was hired at Castle Rock Park as a LTE Park Aide. Julia Robbins will be promoted from LTE to a seasonal position.

Swim Program has begun their season of guarding on weekends and teaching swimming lessons during the weekdays.

Revenue Report: Committee reviewed.

Expense Check Summary Report and Fund Balances for Castle Rock and Petenwell Parks: Reviewed by Committee.

Future Agenda Items: Petenwell Park bid opening.

Set Next Meeting Date: July 15, 8:30 a.m., Castle Rock Park shelter building with Castle Rock Park tour to follow meeting.

Adjourn: Motion by Miller/Renner to adjourn. Motion carried by unanimous vote.

Submitted by,

Gerry Kottowski
(AK)

Minutes prepared by Rita Kolstad, Parks Clerk/Bookkeeper.
These minutes have not been approved by the Parks Committee.

**Parks Committee Meeting
Castle Rock Park Shelter Building
July 15, 2011 8:30 a.m.**

Call to Order: Meeting was called to order at 8:40 a.m. by Chairperson Kotlowski.

The meeting was properly announced.

Roll Call: Committee Members: Jerry Kotlowski, Dave Renner, Bill Miller, and Lori Djumadi. Others present: Fred Nickel – Director Parks/Recreation, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, and Rita Kolstad – Parks Admin. Clerk/Bookkeeper.

Approve Agenda: Motion by Miller/Renner to approve the agenda as presented. Motion carried by unanimous vote.

Previous Minutes: Motion by Miller/Renner to approve the June 15, 2011, minutes as printed. Motion carried by unanimous vote.

Agenda Items:

Correspondences /Special User Requests: Committee approved issuing the A-F Youth Soccer League the \$750.00 that has been allocated in the 2011 budget. A voucher will be processed accordingly. Motion by Miller/Djumadi to approve the AF Trap Team's request to hold a brat fry fundraiser at Castle Rock Park September 3, 2011, per Adams County Park Ordinance #6-2008, Sec. 1.6. Motion carried by unanimous vote.

Public Participation on Agenda Items: None.

Recreation Report by Committee Members: None.

Trails Management Report: Coordinator reported receiving notification that Adams County will receive ATV trail maintenance and ATV map monies as requested in the Counties State Aid request for 2011-2012. Coordinator recently attended the State Snowmobile Council meeting which determines what each County that has applied for snowmobile State grant monies will receive by a competitive basis. Adams County had submitted for two bridge replacement projects and acquired the \$155,000.00 for the Strongs Prairie Township bridge replacement as well as \$29,000.00 for the New Haven Township bridge replacement. This is 100% grant monies for the projects. Monies had run out before the Council could allocate any money for new trail development in the State.

Adams County qualifies to submit for supplemental snowmobile trail grooming monies for the 2010-2011 snowmobile season by spending more than the allocated \$150.00 per mile of snowmobile trail for grooming. The audit must be submitted by August 1, 2011.

Equipment Purchases: A utility trailer was recently purchased out of current budget and by trading in the old trailer.

Employee Status Report: The Petenwell Park Assistant Manager position vacancy was re-advertised. The Castle Rock Park Assistant Manager position won't be filled till January. Committee discussed the new budget repair bill and the possible effect on LTE employees.

Revenue Report: Committee reviewed.

Expense Check Summary Report and Fund Balances for Castle Rock and Petenwell Parks: Reviewed by Committee.

Future Agenda Items: Petenwell Park Road Repairs and Parking Lot Crack Fills Bid Opening. Appoint Parks Committee Vice Chairperson and Secretary. Highway 21 Wayside Property Deed Transfer to Adams County.

Set Next Meeting Date: August 3, 9:00 a.m., Courthouse Conference Room A231.

Committee Toured Castle Rock Park.

Adjourn: Motion by Miller/Renner to adjourn at 10:00 a.m. Motion carried by unanimous vote.

Submitted by, 

Minutes prepared by Rita Kolstad, Parks Clerk/Bookkeeper.
These minutes have not been approved by the Parks Committee.

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: July 6, 2011
Room A260

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 9:00 A.M. with the following members present; Randy Theisen, Glenn Licitar, Barb Morgan, Terry James, Karl Klingforth and Diane England. Others present were: Greg Rhinehart, County Surveyor; Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary; and Ethan Olson and Alexandria Beckman, SAYL (Serving as Youth Leaders) members. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Barb Morgan made a motion to approve the agenda as noticed. Karl Klingforth seconded the motion. All in favor. Motion carried.

Public Hearings: None.

Chairman Stuchlak noted that public participation would be taken as needed.

Phil McLaughlin presented the minutes from the May 24, June 1 and June 15, 2011 meetings to the Planning & Zoning Committee for review. Glenn Licitar made a motion to approve the minutes as presented. Barb Morgan seconded the motion. All in favor. Motion carried.

Greg Rhinehart presented the Surveyor's report for the month of June to the Committee for review. Karl Klingforth made a motion to approve the Surveyor's report as presented. Diane England seconded the motion. All in favor. Motion carried.

Register of Deeds: Jodi Helgeson informed the Committee that she had a new employee working in her department. Discussion followed regarding the Adams County Modernization Plan which gets updated every five years. Barb Morgan made a motion to approve the Land Records Plan, sign the subsequent Resolution and forward both to the County Board for final approval. Diane England seconded the motion. All in favor. Motion carried.

Corporation Counsel Jack Albert addressed the Committee regarding the POWTS Sanitary System maintenance Notification Procedure. After some discussion, it was agreed that the courtesy reminder for receipt of the verification card letter would be shortened to ten business days. Karl Klingforth made a motion to approve the letter as revised. Glenn Licitar seconded the motion. All in favor. Motion carried.

Discussion was held on the 200' limitation on the access and viewing corridor adopted by public hearing and County Board action. Terry James made a motion to leave Section 4-2.01 as it reads. Barb Morgan seconded the motion. 6 – Yes. 1 – No.(England) Olson-Yes. Beckman-No. Motion carried.

Discussion on limitations on livestock within the 35' buffer zone. Glenn Licitar made a motion to approve Section 3-2.04 prohibiting livestock closer than thirty-five (35) feet to any navigable water body, and to delete Section 4-2.02(1) as it duplicates Section 3-2.04. Barb Morgan seconded the motion. All in favor. Motion carried.

Discussion on park models and camping in the Adams County Shoreland, Wetland and Habitat Protection Ordinance. Terry James made a motion to add Section 3-10.00 Recreational Vehicles and Camping as presented. Randy Theisen seconded the motion. All in favor. Motion carried.

Terry James made a motion to take a short recess. Randy Theisen seconded the motion. All in favor. Motion carried.

RECESS: 10:47 A.M.
RECONVENE: 10:56 A.M.

Phil McLaughlin presented a revised Secretary/Bookkeeper job description to the Committee stating that it was to lower the typing requirements from 45 wpm to 40 wpm. Terry James made a motion to change the job description as presented. Barb Morgan seconded the motion. All in favor. Motion carried.

PLANNING & ZONING COMMITTEE
MONTHLY MEETING
JULY 6, 2011
PAGE #2

Discussion on Resolution requesting additional funding to increase second inspector position from half time to full time. Terry James made a motion to postpone the discussion until the August agenda. Randy Theisen seconded the motion. All in favor. Motion carried.

Department updates: Phil McLaughlin informed the Committee that he had completed a Community Rating Audit that is performed by FEMA every five years. Discussion was held.

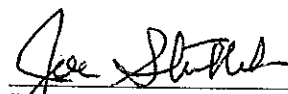
Phil McLaughlin presented the Financial Report for the month of May and the Comp Time Report to the Committee for review. Terry James made a motion to approve the Financial and Comp Time Reports as presented. Glenn Licitar seconded the motion. All in favor. Motion carried.

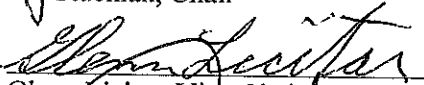
Correspondence: None.

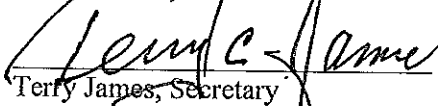
Next meeting date: August 3, 2011 @ 9:00 A.M.

Terry James made a motion to adjourn. Randy Theisen, Barb Morgan and Diane England seconded the motion. All in favor. Motion carried.


Adjourned: 10:35 A.M.

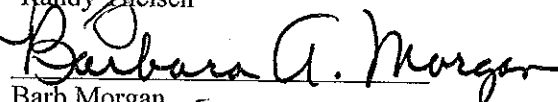

Joe Stuchlak, Chair

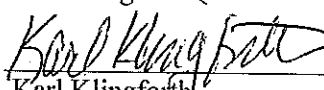

Glenn Licitar, Vice-Chair


Terry James, Secretary

Diane England


Randy Theisen


Barb Morgan


Karl Klingforth


Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: August 3, 2011
Room A260

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 9:00 A.M. with the following members present; Glenn Licitar, Vice-Chair; Randy Theisen, Barb Morgan, Terry James, and Karl Klingforth. Diane England was excused. Others present were: Greg Rhinehart, County Surveyor; Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Terry James made a motion to approve the agenda as noticed. Barb Morgan seconded the motion. All in favor. Motion carried.

Public Hearings: Robert A. & Linda M. Collins – Conditional Use Permit request under Section 5-5.03(B) of the Adams County Comprehensive Zoning Ordinance to allow a single wide manufactured home in an A3 Secondary Agriculture District on property in the NW ¼, SW ¼, Section 29, Township 17 North, Range 6 East, Lot 3 of CSM 5128 at 2376 A State Road 13, Town of Adams, Adams County, Wisconsin. Terry James made a motion to grant the Conditional Use to allow a single wide manufactured home at this location with the condition that it be placed out of the fall range of the existing cell tower. Glenn Licitar seconded the motion. Roll Call Vote: 6 – Yes. Motion carried. Gerald E. & Janet I Buck – Conditional Use Permit request under Section 5-12.03(B) of the Adams County Comprehensive Zoning Ordinance to allow for the collection of recyclable products on property located in the SE ¼, NW ¼ & NE ¼, SW ¼, Section 32, Township 18 North, Range 6 East, Lot 1 of CSM 1809 at 1848 State Road 13, Town of Preston, Adams County, Wisconsin. Karl Klingforth made a motion to grant the Conditional Use with the condition that there is no storage of autos or large equipment, all materials will be stored inside, only electronics, aluminum, copper, brass and appliances will be accepted and that the aesthetics not be altered or become offensive in any way. Barb Morgan seconded the motion. Roll Call Vote: 6 Yes. Motion carried. Big Roche A Cri Lake District – Rezoning request of a 1.8 acre parcel from an R1 Single Family Residential District to a PSP-1 Public Semi-Public District of the Adams County Comprehensive Zoning Ordinance to allow the replacement of the shop/storage building for weed harvesting operation on property located in the NW ¼, NW ¼, & SW ¼, NW ¼, Section 7, Township 18 North, Range 6 East, at 1425 13th Lane, Town of Preston, Adams County, Wisconsin. Barb Morgan made a motion to approve the request and forward that recommendation to the County Board for final approval. Karl Klingforth seconded the motion. Roll Call Vote: 6 Yes. Motion carried. Town of Preston – Rezoning request of a 2.5 acre parcel from an R3 Mobile Home Residential District to PSP-1 Public Semi-Public District of the Adams County Comprehensive Zoning Ordinance and from a Recreational/Residential District to a General Purpose District of the Adams County Shoreland Wetland and Habitat Protection Ordinance to allow the replacement of a garage used for storage of town equipment on property located in the SW ¼ SE ¼, Section 5, Township 18 North, Range 6 East, Lot 1 of CSM 1668 at 1124 Cottonville Avenue, Town of Preston, Adams County, Wisconsin. Glenn Licitar made a motion to approve the request and forward that recommendation to the County Board for approval. Barb Morgan seconded the motion. Roll Call Vote: 6 - Yes. Motion carried. Proposed Amendments to the Adams County Shoreland Wetland and Habitat Protection Ordinance – Prohibition on livestock within the 35' buffer zone; park models and camping regulations. Discussion was held regarding the livestock prohibition and camping regulations. Terry James made a motion to approve the amendment prohibiting livestock within the 35' buffer zone, to be implemented by July 1, 2015. Barb Morgan seconded the motion. Roll Call Vote: 5 – Yes. 1 – No. (Licitar) Motion carried. Barb Morgan made a motion to approve the amendment adding the camping regulations. Karl Klingforth seconded the motion. Roll Call Vote: 6 – Yes. Motion carried. Chairman Stuchlak stated that these recommendations will go before the County Board for final approval on August 16, 2011 and closed the public hearing portion of the meeting.

Terry James made a motion to take a short recess. Glenn Licitar seconded the motion. All in favor. Motion carried.

RECESS: 10:28 A.M.
RECONVENE: 10:35 A.M.

Chairman Stuchlak noted that public participation would be taken as needed.

Phil McLaughlin presented the minutes from the July 6, 2011 meeting to the Planning & Zoning Committee for review. Karl Klingforth made a motion to approve the minutes as presented. Glenn Licitar seconded the motion. All in favor. Motion carried.

Greg Rhinehart presented the Surveyor's report for the month of July to the Committee for review. Surveyor's budget was discussed. Chairman Stuchlak suggested that the surveyor's budget be put on the September agenda for discussion and possible action. Terry James made a motion to approve the Surveyor's report as presented. Barb Morgan seconded the motion. All in favor. Motion carried.

PLANNING & ZONING COMMITTEE
MONTHLY MEETING
AUGUST 3, 2011
PAGE #2

Register of Deeds and Land Information: Joe Stuchlak read a letter from Jodi Helgeson informing the Committee that she was out on medical leave, but would have the budget ready for the next meeting. This will be put on the September Agenda for discussion and possible action.

Discussion on Resolution requesting to increase second inspector position funding from half time to full time. Phil McLaughlin reminded the Committee that the second inspector position is a full time position, but is only funded half-time. He is asking for full-time funding. Discussion followed. Terry James stated that he was not ready to act on this request. Mr. McLaughlin informed the Committee that he will not bring the Resolution back for discussion, but will include it in the proposed 2012 Budget. Karl Klingforth made a motion to approve the request for full-time funding. Motion died for lack of a second.

Department updates: Findings of Fact was signed by the Committee for the Conditional Use Permit that was approved for Milk Source on May 4, 2011. Mr. McLaughlin informed the Committee that commercial potato sheds will be charged per the fee schedule. Joe Stuchlak asked Mr. McLaughlin to provide a list of pro's and con's (10 each) of combining Planning & Zoning Department with the Land & Water Department by August 15, 2011.

Phil McLaughlin presented the Financial Report for the month of July and the Comp Time Report to the Committee for review. Barb Morgan made a motion to approve the Financial and Comp Time Reports as presented. Randy Theisen seconded the motion. All in favor. Motion carried.

Correspondence: None.

Next meeting date: September 7, 2011 @ 9:00 A.M.

Barb Morgan made a motion to adjourn. Karl Klingforth seconded the motion. All in favor. Motion carried.

Adjourned: 11:15 A.M.

Joe Stuchlak, Chair

Randy Theisen

Glenn Licitar, Vice-Chair

Barb Morgan

Terry James, Secretary

Karl Klingforth

Diane England

Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Property Meeting Minutes
July 19, 2011
8:30 a.m.

Meeting was called to order by Chairman, Renner at 8:30 a.m.

The meeting was property noticed.

Present: Miller, Allen, Kotlowski, Djumadi, and Renner. Also present Phillippi and Bays.

Motioned by Allen/Kotlowski to approve the agenda. Motion carried by unanimous voice vote.

There was not public participation.

Discussed and acted on seal bid received. Motioned by Kotlowski/Miller to accept bid for \$500.00 parcel # 201-00803, property located at 237 Oak St. Motion to accept bid carried by unanimous voice vote.

Bays will draft resolution for August County Board meeting.

List of properties to tour was distributed. Property located at 135 N. Elm Street in Adams was discussed. The County acquired this property on July 12th. The city is requiring that the building needs to be taken down. The committee will look at the property today and discuss. To date there is \$5,000 in back taxes and no one is living there.

Motioned by Allen/Miller to recess to tour county tax deed property at 8:36 a.m. Motion carried by unanimous voice vote.

Motioned by Djumadi/Kotlowski to adjourn at 12:00 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary

Property Meeting Minutes
July 22, 2011
8:30 a.m.

Meeting was called to order by Chairman, Renner at 8:30 a.m.

The meeting was property noticed.

Present: Miller, Allen, Kotlowski, Djumadi, and Renner. Also present Phillippi, Larson and Theisen.

Motioned by Kotlowski/Allen to approve the agenda. Motion carried by unanimous voice vote.

Excused, Allen to attend Health and Human Service Meeting.

There was not public participation.

List of properties to tour was distributed.

Motioned by Kotlowski/Miller to recess to tour county tax deed property at 8:33 a.m. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Djumadi to reconvene at 11:25 a.m. Motion carried. Present, Kotlowski, Miller, Renner, Djumadi, Phillippi, Larson, and Theisen.

Motioned by Miller/Kotlowski to except all proposed minimum bids for properties that were toured. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Djumadi to pay \$32,969.00 Altmann Construction for roofing materials. Motion carried by unanimous voice vote.

Set meeting date to open sealed bids at 8:30 a.m. on August 29, 2011.

Set next regular meeting date on August 2, 2011 at 8:30 a.m.

Motioned by Miller/Kotlowski to adjourn at 11:29 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have not been approved.

Public Safety & Judiciary Committee

Wednesday, June 8, 2011

9:00 a.m. – Conference Room A260

MINUTES

1. Call the Meeting to Order. Meeting called to order at 9:00 am.
2. Was the meeting properly announced? Yes.
3. Roll Call: Keckeisen, Ward, Sebastiani, James. Excused: Miller. Others present were Sandra Green, Les Beckman, Deb Barnes, Dee Helmrick, Janis Cada, Tonia Bonnett, Jane Gervais, Becky ,
4. Approve the Agenda. Motion to approve agenda by James/Ward. MC/UN
5. Approve minutes of prior meeting. Motion to approve by Ward/James. MC/UN
6. Public participation (*If requested by the Committee Chair*). As needed.
7. Correspondence. None.
8. Family Court Commissioner – Dennis McFarlin – Not present.
Review Check Summary.
9. Child Support – Deb Barnes – Present.
Review Performance Measures for May 2011. Caseload count was discussed.
Review Check Summary. Reviewed.
Discuss and/or act on Resolution Opposing Cuts for Child Support in the 2011-2013 Executive Budget. No questions on Resolution as submitted. Motion to approve Resolution to bring forward to County Board. Keckeisen/James. MC/UN.
Discuss Office Activities; May need additional coverage in the office over the next few months due to unforeseen circumstances with staff. Phone tree call distribution was also discussed and how it's working in other counties throughout the State of Wisconsin. Certainly the committee agrees if this option would make the office more efficient it should be explored. Deb will check into this and get back to the committee. Supervisor Ward requested a workload information sheet to see how many phone calls and active cases they work on each day.
10. Clerk of Circuit Court – Dee Helmrick – Present.
Summary report of expense vouchers submitted for payment. Reviewed.
Approve conference/training. None.
Discuss general operations of the department.
 - a. Community service coordinator's monthly report.
 - b. Status of office staff. Still doing some scanning in their office. Will be calling the person to pick up some documents for scanning. If other offices have documents they want destroyed, they should contact Dee. If they fill a pallet full of boxes it costs around \$60. It is \$5.00/box otherwise a pallet is much cheaper. There are two new people in the office. A Collections Clerk and has been there since February. She had the opportunity yesterday to work with a seasoned Collections Clerk to show her some new things to help collect outstanding receivables. A Traffic Clerk went to training yesterday. She came back with some information that will be helpful to her position. Dee is not attending the June Conference this year in Milwaukee.
11. Register in Probate – Terry Reynolds Warner – Not present.

12. District Attorney – Janis Cada - Present.

Cell phone update for newly appointed District Attorney. There are two components here which are internet access and the cell phone. She has opted to use her personal cell phone instead of the County purchasing an additional one for work purposes. There will be no additional costs to her to use her cell phone for work. She would like internet access in the courtroom and has requested this from MIS. Until that time she can use her cell phone as a modem. The extra expense to her is the internet modem which is \$25/month and would be reimbursed to Ms. Bonnett. The issue is security as to why she cannot use the County's or Child Support's wireless connection. This will be placed as a priority to be placed on the Admin/Finance committee agenda. Motion by Keckeisen/Ward to forward this to the Administrative & Finance committee to place this as a priority. Motion to allow the DA to have the \$25 reimbursed to the DA for internet access. James/Ward. MC/UN

Security issues. They had talked with the Property Committee regarding this subject. Courthouse security issues were discussed. There is no building security or security partition in the DA's office and she would like to open the dialogue regarding security, staff and the public. It would be nice to create some sort of separation from the office and the public and these options can be discussed. The committee is in favor of pursuing the security issue. This will also be forwarded and discussed with the property committee.

Monthly expenditures report. Reviewed.

13. Emergency Management – Jane Gervais –Present.

Monthly Check Summary/Expenditures. Reviewed.

Application Request for State Public Assistance (Wis. Disaster Fund). Jane completed applications for State Public Assistance for Adams County, which includes the Highway, Parks & Sheriff's Departments and Adams-Columbia Electric Cooperative. She also completed applications for each of the four townships. The entire amount for the County is \$54,041.49 submitted for reimbursement. Township of Colburn - \$6,470, Township of Monroe - \$6,981.25, Town of Preston - \$25,399.47 and Strong Prairie Township - \$7,462.53.

Tornado Relief Fund - As of yesterday there was \$5,638.58. Donations still being made as of Monday, June 6th. Discuss and/or act on training/conferences, if any. Attended an Incident Command System/Emergency Operations Center training last month at Volk Field and was very beneficial. Also attended a two-day required Incident Command System (ICS) 400 Training. Jane is still receiving calls regarding the tornado. There was an F16 Military plane crash in the Town of New Chester on Tuesday, June 7th. Water and Gatorade was donated by A-F County Market and Kwik Trip. The New Chester Town Hall was opened for the residents that were evacuated. Wristbands are only being issued to the primary residents at this time, per the Sheriff. Jane did work with the National Guard to send out Press Releases regarding the secured area. At the request of the military, porta-potties were delivered by Dolatas. Jane spoke with Town of New Chester Chair, Barb Morgan, and they agreed to pay for the porta potties. Jane contacted American Red Cross and Salvation Army. American Red Cross was at New Chester Town Hall and they will go door to door to residents to offer any assistance the resident might need. Salvation Army was out at the scene giving meals to responders and will be there until Thursday.

Motion to deviate and move to Medical Examiner. James/Keckeisen. MC/UN

14. Sheriff's Department - Sheriff Wollin – Present.

Animal shelter/animal control officer report (reports in packet).

Department operations. The Animal Control Officers, both have exceeded their 600 hours and will not be paid retirement. Sheriff Wollin is exploring using a Law Enforcement Officer to cover some of the calls the Humane officers are going out on now that can be handled by someone else. This was discussed in more detail and will also be discussed with Christine at the Humane Society. Other issues were discussed regarding the Humane Society. Another option which could be discussed with Dee as she's done this before is hiring those officers under "Contracted Services". This way they could go over the 600 hours at any time and not have to be paid retirement.

The Committee also likes this idea so this should be explored for the 2012 budget. An option is having the ACO's report to the Humane Society since we pay them the \$40,000 we could increase it to \$60,000. This will be discussed. Investigative follow-up will be referred to the SD.

Three minute break requested at 10:30 am. All in favor. MC/UN

Motion to go into open session at 10:40 am. All in favor. MC/UN

The plane crash regarding the National Guard F16 was discussed. The pilot is OK. The military is up and doing an investigation to make a determination to move forward with clean-up which will be anywhere from 3-22 days. The SD is setting the perimeter to allow only permanent residents to enter. This incident will result in additional overtime for the Department. Sheriff Wollin has requested assistance from the State Patrol as well.

The Sheriff and Captain attended Teen Court and Sex Offender Registry Training by DOC. Now they can conduct checks with DOC and U.S. Marshalls for compliance checks for registered sex offenders. Attended Teen Court in Columbia County in the morning and they were very impressed with the panel jury and process. Sheriff Wollin thinks this would be a great benefit for the community and the school. The Teen Court was discussed in detail in how Sheriff Wollin envisions this to work in our community. Teen Court sessions are held once a month. Parents are also brought to answer questions from the panel. Terri Warner will need to hold a meeting in the near future to discuss how to move forward with this. Minimal costs are associated with this (materials).

Approve conference/training if any. The Colorado conference was canceled and rescheduled for September.

Must do a new Resolution for this. Motion to approve out of state training for Sam. Keckeisen/Ward. MC/UN – Sam will revise and update the prior resolution and Sandra will place on the agenda and notice a PS&J Committee meeting prior to County Board on June 21st in Conference Room A260 from 5:15 to 5:45.

Update/discussion/action on researching cost for 3 Patrol Sergeants working within current budget. This will be tabled until July meeting.

Workmen's comp and WI State Statutes. This will be tabled until July meeting.

Update on reimbursement of overtime fees and payment from DOA for Mutual Aid. Sandra explained the letter received from DOA requesting an itemized statement on all expenses.

Captain Beckman – Present.

Review monthly expenditure report and check summary. Reviewed.

Video Conferencing ROI Report. The Captain has been waiting for a report from the court which he just received this morning. It was decided we do not need this on future agendas but to bring forward once the system is paid for.

Discussion on Health Professionals Contract Renewal. Captain Beckman explained how he negotiates these contracts. Questions were asked as to how much the contract is for, how long it's been since it's been sent out for bids and how long the contract is for. Recommendations were made by Corp Counsel as to the renewal language in the contract and those were agreeable and the changes were made. Supervisor James recommended putting out a feeler for vendors to see if even necessary to go through the motions. He also recommended at this time being six months overdue already we should sign the contract. Motion to sign the contract and take a look at the contract with a year to go to decide if there are competitive bids out there. Motion by James/Keckeisen. Aye Vote: Keckeisen/Sebastiani/James/. Nay Vote: Ward. The discussion went on how we can pick and choose which contracts we can renew at one and three year intervals and seeking bids on ones which are expired. Captain Beckman will get some in-house advise as to what contractor other jails are using and will provide information back to the committee. The Health Professional Contract will be renewed as done.

Place discussion on next agenda regarding the Food Contract.

Annual committee jail tour and lunch.

15. Medical Examiner, Angela Hinze – Deputy Coroner, Marilyn Rogers – Attending.

Monthly Expenditures Report. The committee has requested they indicate on the report who the autopsy was for and who ordered it. The reports submitted were complimented by the committee. A background was given on the new Deputy ME, Jennifer. She has a full-time day job so she is available most evenings. She had knowledge of the medical profession and will now be in training for the death investigation portion of it. They are working 24-7 and Jennifer is riding along on calls at this time to learn. They are hoping by mid-July she can be on her own. Department operations. They met with the DA to discuss various subjects. They had three organ donations this past month. The DMV would be a good place to put up information regarding organ donation. She should get permission from the Village of Friendship – Kathy Pierce. She'll be attending a week long course on death investigation in August in St. Louis and will then have her certification. This is not budgeted and will be paid for by Marilyn. Marilyn will also check with Angela to see if some of the training can be paid for out of the ME budget.

16. Approval of all vouchers and monthly expense reports. Motion by Ward/Keckeisen. MC/UN.

17. Set next meeting date. July 13, 2011 at 9:00 am in conference Room A260.

18. Action items for next meeting. Discussion/Action: Consolidated Food Management Contract; Discussion/Action on budgeting for three patrol sergeants.

19. Adjourn at 1:00 following Jail tour and luncheon. Motion by Keckeisen/James. MC/UN.

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Department. *These minutes are not yet approved by Public Safety & Judiciary Committee.*

Cc: Sebastiani / James / Keckeisen / Miller / Ward / Wollin / Beckman / McFarlin / Cada / Bonnett / Gervais / Helmrick / Warner / Barnes / County Clerk Dept / McGhee / Green / Hinze / Rogers

Public Safety & Judiciary Committee

Wednesday, July 13, 2011

9:00 a.m. – Conference Room A260

MINUTES

1. Call the meeting to order: 9:00 AM
2. Was the meeting properly announced? Yes.
3. Roll Call. Everyone present. Jane Gervais, Becky Kirsenlohr, Deb Barnes, Sandra Green, Sam Wollin, Les Beckman, Dee Helmrick, Becky Koehn, Marilyn Rogers, Janis Cada.
4. Approve the agenda: Ward/Keckeisen, MC/UN
5. Approve minutes of prior meeting: Ward/James, MC/UN
6. Public participation: None.
7. Correspondence: None.

8. Family Court Commissioner – Dennis McFarlin. Not present.

Review Check Summary

9. Child Support – Deb Barnes – Present.

Review Performance Measures for May 2011: Case load was discussed.

Review Check Summary: Discussed.

Discuss Office Activities: Deb spoke with Trena Larson and she advised she would have budget documents out very soon. Deb will try to have her budget completed by the deadline in August (next PS&J meeting), however due to the delay here in the County she will do her best in preparing this as accurately as possible. The deadline is 8/31 but not sure if she'll have this before next months' meeting.

Discuss/Act on child support secretary/receptionist job description and Discuss and/or act on approval for hiring an LTE for Child Support secretary/receptionist position: Deb explained the downfall to an on-call position for this situation. She needs to have someone there for managing the incoming calls, waiting on customers and using the appropriate programs with security clearances and such. The position would be from 8-4:30 and starting salary is around \$13.00/hour. Supervisor Ward asked if she's checked into using one of the part-time employees already employed with the County because they are already familiar with County operations. Deb will look into all of these options. Supervisor Ward is not sure this would be the most cost effective way to go about this. Deb will check with Marcia Kaye on the best way to pursue this. Deb's main concern is performance funding deadline and the lack of one employee affecting their funding. She wants to do whatever will be more cost effective and efficient for her Department. Motion to have Ms. Barnes check with our Personnel Director regarding hiring an LTE and checking possible candidates. Meet with County Board immediately after the County Board for approval. Ward/James. MC/UN

10. Clerk of Circuit Court – Dee Helmrick – Present

Summary of Report of Expense vouchers submitted for payment. Discussed.

Approve conference/training. None.

Discuss general operations of the Dept. Her employees are very busy. They are working on making more space available for Dept. filing. One of her employees is now sworn in as a full deputy and has met all the County criteria. Dee has concerns fast forwarding through the budget process but will do her best. Dee's concern is if her Department gets her 10%, and someone else gets the 10% and someone else doesn't, this is going to impact our Department. Supervisor Ward says we (each department) should have a good handle on their expenditures and should start preparing this part of the budget ahead of time.

Community service coordinator's monthly report. Discussed.

11. Register in probate – Terry Reynolds – Not present.

Monthly Expenditures Report

12. District attorney – Janis Cada – Present.

Monthly expense report. Discussed.

Janis wanted to advise the committee regarding a request to fill Rose's position for next month's meeting as well as the Resolution regarding her years of service. Last month there was a request to forward info on getting Tania's request for access on her laptop as MIS had not been notified regarding this request. Supervisor Sebastiani has informed her it's being taken care of. They have upcoming conferences in September and November.

13. Emergency Management – Jane Gervais – Present.

Monthly check summary. Discussed.

Discuss/and/or act on WI Emergency Mgmt training portal project funding acknowledgement: The State of Wisconsin wants to improve the way they offer trainings to local emergency management agencies, first responders and other agencies. They are attempting to enhance the capabilities for course registration by implementing a software training portal project. They are asking Counties to sign this acknowledgement. There is no cost to the County. Motion to sign the acknowledgement form to approve the portal project. Ward/James. MC/UN.

Discuss and/or act on weather radios. 25 weather radios were sold in about one week the last time she got these from Juneau County. Clark County Emergency Management is ordering more and they have offered to order 25 more radios with no shipping cost.

Discuss tornado relief long term recovery committee. After discussion with SW Director, this account should go through Grand Marsh State Bank. The Long Term Recovery Committee had their first meeting on 7/1/11. Jane will sit as an advisor on the committee. She put together an application for tornado victims to complete to request assistance. She prepared an ad to make tornado victims aware they can complete an application for monies for unmet needs relief. The ad was sent out to the local paper, radio station, the county's website and placed in the County Market Flyer. Committee members are: Harvey Wagner, Nancy Sorensen, Mary Hillert, Barb Albrecht, Tom Croke and Carla Byrnes. Steve LaValle was not present at the first meeting. Mary Ann Bays will also be an advisor on the Committee.

Discuss and/or act on training conference. Will be attending a Donations Mgmt. Training on 8/11 and 8/12 which is free except for mileage. This is already in the budget.

Office activities. The radios that were ordered for the Sheriff's Department from the Round 6 Radio Replacement Grant and from excess bond monies arrived and were delivered this week.

Communications Services is still working on programming issues with the two mobiles for the Rome Fire Dept. Will hold check until they are installed. Jane participated in a Rail Car derailment exercise as well as other trainings over the past month.

14. Sheriff Department: Sheriff Wollin – Present.

Animal shelter. Reports are in packet. Questions were asked by the committee on funds and where the money goes. Captain Beckman explained this process. Sheriff did speak with Christina at the animal shelter regarding them taking over the Animal Control Officer positions. Their board voted this down immediately but did not have a reason. Sheriff Wollin will explore this more. Regarding the budget, we're furnishing \$40,000 each year yet we are not seeing income as well as expenses and the committee has not been privy to this information in a few years. Does the County have a mandate to have an Animal Shelter? Corp Counsel was asked this question and he stated this is something he will need to check into. Sheriff Wollin also spoke with Christina regarding the barking. The Animal Shelter stated they are required to allow the animals outside for a part of the day and are making adjustments to the hours of the day and the equipment to make the barking less audible by placing a trailer on the other side of the property. Supervisor Keckeisen expressed some concerns regarding this situation as well as why some donations have gone to the Wood County Humane Society in the past instead of Adams County. Supervisor Keckeisen also suggested having a meeting with the Animal Shelter's Board of Director's to discuss some of these issues. It was also discussed that until we receive full disclosure of the Animal Shelter's budget (expenditures and revenues) they will not receive County funds. Department Operations. The deputy we hired is almost done with all of his training and is working out well. Sheriff Wollin talked to the committee about a serious accident we had over the weekend. The passenger was med-flight for his injuries and the other was taken to UW for his injuries. Both individuals were very young. Their conditions are serious. Squad changeovers are complete. We tried a new vendor for this process and are very happy with the outcome and received the vehicle back in three days. CWC is a bumper to bumper changeover in a short amount of time. With the changeover, the graphics will need to be removed on the old vehicles and either sold outright or put out for auction through the State Auction program. With Ryan Larson's funeral we were advised there was going to be an extremist group present, however even the group advertised they were going to be present, they did not show up. Last week they attended the AG Summit which was a 2 ½ day conference where they received a lot of good information and training.

Approve conference/training: Sheriff Wollin discussed rescheduling the training in Colorado and has the Resolution present for the committee to sign. This Resolution will be in the County Board packet for this month's meeting.

Update/discussion/action on researching cost of three Patrol Sergeants. Sheriff Wollin presented the information regarding expenses for these positions. Supervisor Miller is all for the three sergeants, but has some concerns regarding the structure above. Supervisor Keckeisen expressed starting at the top and moving down the structure as to the duties, appointments and wages. Motion to approve to deviate from the agenda and discuss this after the Closed Session. Motion Keckeisen/James. MC/UN. Motion to deviate from under #14 to after the closed session which is number #16).

Discussion regarding back-up attorney when Corporation Counsel is out of the office. Who do we contact Jack in his absence when he is out of the office and where do we go for guidance? Jack Albert

was present and indicated the system he has in place has worked well to date. Mr. Albert explained this system in detail. The number of Emergency Detentions in this County and other such emergencies may require contact by Corporation Counsel and the system should be used in these situations. Supervisor Sebastiani asked "what if you are out for four weeks, where do we go?" Mr. Albert stated under that circumstance it would be beneficial to have a named back-up for Corporation Counsel. Otherwise, The Mutual provides excellent outside counsel with government experience. Jack Albert has not been asked to designate one person to cover his position if something should happen. This is something the County needs to sit down and discuss. At some point, Jack Albert left the room and called Mark Thibodeau and he agreed to be the acting Corporation Counsel in an emergency situation if needed. Supervisor Ward commented and commended on how well the Sheriff's Department is working with the City. They are very impressed with the amount of time they receive feedback or answers when contact is made to the Sheriff's Department. They are very happy with the working relationship they now have and look forward to it continuing to grow.

Captain Beckman - Present

Review monthly check summary. Reviewed.

Discussion/Action Consolidated Food Mgmt and Health Professionals Contract. The Health Professionals contract does not need to be discussed. Regarding the Consolidated Mgmt. contract, Supervisor James referred back to the February minutes where the committee had voted to have Captain Beckman to put together a "Request for Proposal". Captain Beckman contacted other Sheriff's Department with same populations for feedback on their contracts and how they compare. Other counties pay approximately \$2.02 - \$2.23 per meal and these are both under new contracts and include inmate labor preparing the food which Consolidated Mgmt. does not use in this facility due to structural and security issues so the prices would be much higher than stated.

Supervisor James questioned why Captain Beckman had not yet prepared a RFP for seeking bids on new vendors. Captain Beckman explained his situation he is in as covering more duties than normal in his position. An RFP would take 60-80 hours to prepare. Supervisor James would like to see a bid proposal prepared and sent out for bid so we can compare to our current contract and act appropriately if changes need to be made. The process should be done by sealed bids and references going back to five years by providing the names of the companies they provide services to and then the County will call the companies for feedback.

Sheriff Wollin has some concerns regarding other vendors coming in and providing a fee for one year, then the next year raising the fees. Also, knowing the fixed price with Consolidated Management is easier in preparing the budget because we know what we will be paying for the next three years. If this is all about putting the contract out to bid so it looks good to the public and not bad for the county, which is worse? Putting the bids out and then not taking the lowest bid? Supervisor James view is yes, we owe it to the public to give the option of bidding on the contract. Supervisor Keckesien's thought is we are going to try and fix something that is not broken and he has concerns approving this motion. Supervisor Sebastiani explained his thoughts on the process and how seeking bids will or will not look to the public.

Motion for a five minute break at 11:00 am. Ward/Sebastiani. MC/UN.

Meeting called back to order at 11:10 am.

Report run from Skyward by Sandra Green, Fiscal Manager, Sheriff's Department which indicates the cost per year for services through Consolidated Management. Supervisor Sebastiani seeks votes on this decision to place the contract out for bid. Voting by roll call are Keckeisen- Ney; Miller-Ney; Sebastiani-Ney; Ward- Ney; James-Aye. Motion to remain with Consolidated Management Co. through November 30th, 2016. Keckeisen/Miller. MC/UN.

Bay West Acquisitions Jail Debt Collection update. Discussed and explained.

Jail Sgt. Job Description. New position descriptions were handed out to the committee because there was an update to the one included in the original packet to each committee member. This change was discussed and approved. Some other things which were changed from the original were certain equipment they must know how to use and training in explore to various diseases. One item which needs to be changed in the Position Description which was presented is the applicant must be an Adams County Resident. This will be removed.

Motion to approve the job description with the deletion of the Adams County Resident provision. Ward/James. MC/UN.

Update on radios from Emergency Mgmt. Jane Gervais already touched on this however, the radios and chargers are in and they are a great product. Captain Beckman thanks Ms. Gervais for her work on this project and will do a lot for morale within the Department.

15. Medical Examiner: Marilyn Rogers and Becky Koehn - Present.

Monthly report. Reports were handed out to the committee and questions were asked and answered. Department Operations.

Discussion regarding a letter from Roseberry Funeral Home. A copy of the letter was received to the ME's office by Jake Roseberry requesting an explanation as to the reason for charges for removal from the place of death to the ME's office in Portage or wherever the autopsy takes place. Ms. Rogers indicates removal fees are waived in the case of tissue donations. The \$200 removal fee would only be issued when the ME's office removes the body and sends it for autopsy. Ms. Rogers explained the complete process so the committee understands how the \$200 is justified. Motion to require payment of the removal fees for autopsies and continue to be bill for these services as required by State Statutes and approved by the Adams County Board. Miller/Keckeisen. MC/UN.

Discuss Intergovernmental Agreement. Supervisor Ward expressed her thoughts on this. Her thoughts are the current Deputy ME's have handled all of the workload since the beginning of the year. Why would Adams County want to sign another annual agreement when we have two people already that are doing all of the work. There was discussion between the committee and two Deputy ME's regarding this. The decision is we need Angela Hinze here to discuss these options and continue in an open format. Marilyn Rogers will call Angela and ask her to come to the meeting immediately. During this time, the committee recessed for lunch. Motion by Keckeisen/Ward until 1:00 pm for lunch. MC/UN. Meeting called back to order at 1:05 pm.

Ms. Hinze was unable to come to the meeting when called so this will be arranged for August 10th at 1:00 pm with a Joint Public Safety and Executive meeting.

16. Motion to go into closed session at 1:07 pm per Wis. Stats. §19.85(1) (c) for purposes of considering employment, promotion, compensation or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss and/or act on Acting Chief Deputy position wages/compensation. James/Ward. MC/UN.
17. Motion to reconvene in open session at 1:55 per Wis. Stats §19.85(2), to consider and vote on appropriate matters. Ward/James. MC/UN. Motion to compensate the Acting Chief Deputy at 90% of what the Sheriff receives. The date for this to take affect will be retro back to April 1, 2011 and continuing forward until the current Chief Deputy situation is resolved. Ward/James. MC/UN Per committee action the Sheriff's Department will submit a Payroll Change form to the Administrative Coordinator's office.
18. Approval of all vouchers and monthly expenditure reports. Motion to approve vouchers. Ward/Keckeisen. MC/UN.
19. Next meeting date is 8/10 at 9:00 in A260.
20. Action items: None.
21. Meeting adjourned at 2:07 pm. Ward/Keckeisen. MC/UN.

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Department.
These minutes are not yet approved by Public Safety & Judiciary Committee.

Cc: Sebastiani / James / Keckeisen / Miller / Ward / Wollin / Beckman / McFarlin / Cada / Gervais / Helmrick / Warner / Barnes / County Clerk Dept / McGhee / Green / Hinze / Rogers

MINUTES
SCLS BOARD OF TRUSTEES
June 13, 2011 12:15 p.m.
SCLS Headquarters

Present: J. Ashford, R. Barden, C. Chapman, F. Cherney, P. Cox, L. Davis-Brown, M. Furgal, J. Harrington, T. Iaccarino, B. Keen, S. Martin, B. Moss, H. O'Donnell, G. Poulson, J. Pugh, N. Stevenson, P. Townsend, J. Wexler

Also Present: M. Van Pelt, T. Herold, V. Teal-Lovely

Absent:

Excused: M. Nelson, P. Westby, J. Healy-Plotkin

Call to Order: G. Poulson, President, called the meeting to order at 12:15 p.m.

- a. Introduction of guests/visitors and new board members: None
- b. Changes/additions to the agenda: None
- c. Requests to address the board:
 - 1. Member Library Concerns:

Present to address the board: Andrew Taylor – Monona Library Board of Trustees President; Jean Christensen – Belleville Public Library; Ron McCabe – McMillan Public Library; Denise Anton-Wright – New Glarus Public Library; Diana Skalitzky – Marshall Public Library; Shannon Schultz – Portage Public Library; Judy Collison – Oregon Public Library; Brian Simons – Verona Public Library; Suzann Holland – Monroe Public Library; Shelley Selle – McFarland Public Library; Barb Dimick – Madison Public Library; Pamela Westby – Middleton Public Library.

Also present: Carol Froistad – Madison Public Library; Trish Priewe – Lodi Public Library; Susan Lee – Madison Public Library; Gisela Newbegin – DeForest Public Library; Margie Navarre-Saaf – Madison Public Library; Erick Plumb – Monona Public Library

The SCLS Board received a letter signed by several Dane County Library Directors that listed their specific concerns and dissatisfaction with Koha development and functionality. Several of the signers addressed the board in person to reiterate that Koha is not performing to their expectations and the negative effect it is having on library staff and patrons. Frustration was expressed on the slowness of new development and fixes to the software. It was felt by some there was a breakdown in communication between members, SCLS and PTFS.

Other library members addressed the board to express their opinion that Koha was working well overall. They felt being early adopters of open source software was a challenge because the path is not always clear but it spoke to the innovative spirit of the system. Others spoke of their confidence in the SCLS staff in implementing Koha for such a large and diverse membership.

It was also expressed by others that the governance structure was circumvented. Speakers felt the protocol for addressing Koha issues through the ILS Committee and the Administrative Council should have been followed prior to addressing the SCLS Board.

Minutes: P. Townsend moved approval of the May 9, 2011 minutes. R. Barden seconded. The minutes were amended to include James Wexler as being present at the May meeting. Motion carried.

Bills for Payment/Financial Statements: B. Keen reviewed the bills for payment in the amount of \$244,891.05 and moved approval. C. Chapman seconded. Motion carried.

President's Report: G. Poulson thanked J. Harrington for chairing the May meeting. Norman Holman has resigned from the board. F. Cherney provided a handout of his report from National Legislative Day and also photos.

Committee Reports:

Budget/Finance/Personnel:

- a. **Approval of the 2011 mid-year budget:** On behalf of the Budget/Finance/Personnel committees, S. Martin moved approval of the 2011 mid-year budget. B. Keen seconded. Motion carried.

SCLS Foundation Report: L. Davis-Brown noted the Cornerstone Award event on November 10th will be held at Electronic Theatre Controls in Middleton. B. Blitzke will be honored. The committee is waiting for confirmation before announcing the other honoree.

Circulation and ILL Statistics: No report.

System Director's Report:

M. Van Pelt noted the Koha timeline handout that was attached to her system director report. A public records request for the PTFS contract was received from Brian Simons, Director at Verona Public Library via email on June 7, 2011. Marty spoke to four lawyers to determine what parts of the contract could be considered public record versus "trade secrets" that could not be disclosed. The redacted contract was sent to Mr. Simons via email on June 7, 2011. The redacted contract was also emailed to all ILS member directors on the same day.

The summit with PTFS and member library directors was well attended and the consensus was that the event was positive due to the open communication and education by PTFS of the steps they are taking to address the member library concerns regarding Koha.

The board discussed the concerns of the members who had addressed the board. It was suggested that an emergency meeting of the Administrative Council and/or the ILS Committee could be scheduled to review the concerns. M. Van Pelt stated a discussion of the Dane County letter was on the agenda for the June 16 Administrative Council meeting. It was decided that M. Van Pelt and V. Teal Lovely would create a timely response to the concerns with the collaboration of G. Poulson, President of the Board. G. Poulson will sign the letter representing the board's approval.

Administrative Council (AC) Report: The minutes may be viewed here:

<http://www.scls.info/committees/ac/index.html>.

Tracy Herold gave an overview of items discussed and action taken at the meeting. The next AC meeting will be June 16th.

Other Business: None

Information sharing: None

Meeting adjourned at 2:40 p.m.

Heidi Moe, Recorder

Director's Report
June 2011

In preparation of the All Directors meeting and the 2012 budget, you have been given the ILS, Technology and Delivery budgets for 2012. You have also been given the pricing list for *Library Online*. *Library Online* is a software program that many members have on their public computers for time and print management for customers' use. These documents are part of the entire Board packet this month. All these documents have been shared with the members also.

The ILS, Technology and Delivery Committees have met and recommended their 2012 budgets to the Administrative Council. The Administrative Council voted on June 16 to recommend approval of the Technology and ILS budgets for use in calculating 2012 member fees. The Administrative Council will take action on the Delivery budget at their July 7 meeting. The Administrative Council also approved the Cost Formula Work Group's new formula for 2012 ILS and Technology fees. This will be a different formula than the one described in the current *Agreement to Participate in a Shared Automated Resources System*. A new addendum referencing the different formula and the addition of the Fitchburg Public Library as a member will be given to members to sign. A copy of the addendum is part of this month's board packet.

The libraries' member fees for ILS and Technology services are calculated by applying the cost formula to the recommended ILS and Technology budgets. The members vote on the fees at the All Directors meeting. The final 2012 budget is then approved by the SCLS Board of Trustees.

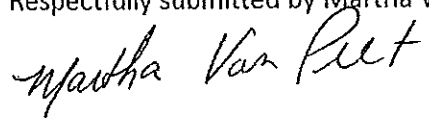
The voting weights to be used at the All Directors meeting were approved by the Administrative Council. They will be calculated in the same manner as last year. The All-Directors meeting will be held July 28 at the DeForest Area Public Library.

I've had the opportunity to visit several members in the last month including Nekoosa, Pardeeville, Pittsville, Rio, Rome and Wisconsin Rapids. I attended the grand openings of the Wisconsin Dells' remodel and Fitchburg's new library.

As requested by the Board of Trustees last month, Vicki Teal Lovely, Gary Poulson and I composed a response to the letter received from many Dane County Library Directors. The response letter was signed by Gary Poulson and sent via U.S. mail on June 22 to each individual director that signed the letter. The letter was an agenda item on the June 16 Administrative Council meeting. A discussion of an hour was devoted to the topic. Vicki Teal Lovely and the ILS Committee are creating a new and quicker process to collect input from all ILS libraries for prioritizing problems/issues to be fixed. The ILS Committee is also scheduling a special July meeting.

We are still waiting to hear from the Department of Administration and DPI on the timing and procedure to implement the Governor's budget mandate of employee contributions. We have been receiving questions from members about the proposed carry concealed law. Some of the members would like to be able to post signs prohibiting guns in their libraries or create policies prohibiting guns in their buildings. Cheryl Becker is researching the issue for members. The Support Services Manager position has closed and we are scheduling interviews with applicants for mid-July.

Respectfully submitted by Martha Van Pelt



	*2010	2010	**2010	2010 Annual	Same Mo.	Current	Mo. ILL	Mo. ILL	YTD
	Population	Circulation	Collection	Expenditures	Circ. 2010	Mo. Circ.	Borrowed	Loaned	Circ. 2011
GREEN									
Albany	2181	48906	20487	88249	3855	3603	215	2	19466
Broadhead	3217	83091	47478	237142	5805	5907	1423	3458	30882
Monroe	15290	231151	86763	954761	17043	16457	4752	6807	77734
Monticello	1146	73798	37746	133422	6375	5805	2218	3887	29719
New Glarus	2144	89519	30305	249521					
Other Cty	12379				33078	31772	8608	14154	157801
TOTAL	36357	526465	222779	1663095					
PORTAGE									
Amherst	1082	19341	19802	27843	1342	1207	53	0	6765
Portage Cty	70160	503060	189684	1916486	40067				
TOTAL	71242	522401	209486	1944329	41409	1207	53	0	6765
SAUK									
Baraboo	11900	266032	75349	839946	20230	19587	6586	5510	96090
LaVale	321	5337	7606	20553	518	985	453	179	3769
N. Freedom	629	20511	10980	41810	1557	1318	498	1033	7276
Plain	816	34844	17599	118317	2653	2957	1669	1307	13602
Prairie du Sac	3758	147304	52729	334508	10383	10130	3540	4094	53222
Reedsburg	9167	292341	86896	653960	21920	22411	5529	9222	108721
Rock Springs	366				1496	950	281	590	5767
Sauk City	3312	131548	46946	349022	10194	10153	2841	3237	50572
Spring Green	1520	102855	34153	250225	7542	8162	2455	2821	38440
Other Cty	26832								
TOTAL	58621	1000772	332258	2608341	76493	76653	23852	27993	377459
WOOD									
Arpin	840	13775	14595	33256	932	1087	65	0	5037
Marshfield	21388	429011	143311	1513565					69875
Nekoosa	2624	42212	32073	157744	2863	1962	44	0	9521
Pittsville	921	27894	19297	63657	2035				
Vesper	538	7956	13972	32253		39436	8288	10886	150625
Wls. Rapids	18410	536981	114720	1583952	39386				
Other Cty	35050								
TOTAL	79771	1057829	337968	3384427	45216	42485	8397	10886	235058
SUB TOTAL	245991	3107467	1102491	9600192	196196	152117	40910	53033	777083
GRAND TOTAL	802343	13467968	3578375	42453761	981812	920948	233721	230387	4580008

*Based on DOA Official Population Estimates 1/01/10 and includes all those individuals who pay library taxes directly to the indicated community

SOUTH CENTRAL LIBRARY SYSTEM
Circulation and ILL Statistics May 2011

	*2010 Population	2010 Circulation	**2010 Collection	2010 Annual Expenditures	Same Mo. Circ. 2010	Current Mo. Circ.	Mo. ILL Borrowed	Mo. ILL Loaned	YTD Circ. 2011
ADAMS									
Adams Cty	3271	113130	38444	359977	8142	8853	3060	2677	42842
Rome	18914	32879	18490	132436	2436	2537	94	1	9973
TOTAL	22185	146009	56934	492413	10578	11390	3154	2678	52815
COLUMBIA									
Cambria	779	28381	9551	102980	2391	2409	946	686	11853
Columbus	4950	120567	37437	345866	8316	8741	2393	3485	43881
Lodi	3033	102085	30743	257910	7816	7293	2996	2158	34909
Pardeeville	2092	41181	20062	123909	3198	2964	1144	1160	14445
Portage	10200	209257	72314	633166	14789	14561	4430	5369	74878
Poynette	2529	73093	27762	137014	5409	5299	2307	2408	25521
Rio	996	34408	31814	134358	2158				4841
Wm. Dells	5234	106543	43585	518553	8477	7335	2909	2432	37804
Wyncena	736	14796	10488	71331	1111	1037	586	502	3956
Other Cty	28394								
TOTAL	58943	730311	283756	2325087	53665	49639	17711	18200	252088
DANE									
Belleville	2197	86202	36508	256748	5875	6365	2218	3555	30413
Black Earth	1358	44044	24613	131272	3124	3421	1171	1944	17124
Cambridge	1286	67547	27832	181015	5160	5455	2025	1903	25836
Cross Plains	3488	98480	50172	336321	7007	6752	1821	3336	33844
Deerfield	2250	64522	24497	177716	4673	4568	2587	1779	22436
DeForest	8529	432943	85080	721320	33210	28015	6055	8755	144603
Marshall	3743	58844	37007	209289	4358	4338	1463	3923	21365
Mazomanie	1626	37310	19767	117332	2550	2641	1300	1730	12958
McFarland	7383	227021	69163	545044	17348	17990	4946	9099	84265
Middleton	17170	803433	111787	1670050	61507	59008	15940	15542	277031
Monona	8214	294792	63226	653310	21445	22004	6078	5282	105478
Mt. Horeb	6749	237747	57586	612442	17041	16525	6013	6413	86920
Oregon	8840	313457	63891	675432	23239	23346	7979	5338	112056
Stoughton	12820	291789	69755	787063	21155	20977	7527	5807	100900
Sun Prairie	26300	625052	105371	1645945	46691	48282	11807	11849	231416
Verona	10290	591661	89200	1056260	42799	46919	13433	9600	213342
Wausaukee	11350	285579	71243	744459	19918	20608	6116	8272	97426
Madison	228200	4749593	863100	15017740	370288	357602	70844	48170	1691352
DCIS	113431	174165	45396	4497311	13985	12986	2623	4179	189257
TOTAL	475224	9484181	2135194	30036069	721373	707802	171946	156476	3498022
SUB TOTAL	556352	10360501	2475884	32853569	785616	768831	192811	177354	3802925

MINUTES
SCLS BOARD OF TRUSTEES
July 11, 2011 12:15 p.m.
SCLS Headquarters

Present: J. Ashford, C. Chapman, F. Cherney, P. Cox, L. Davis-Brown, J. Healy-Plotkin, T. Iaccarino, S. Martin, B. Moss, H. O'Donnell, G. Poulson, J. Pugh, N. Stevenson, P. Townsend, J. Wexler

Also Present: M. Van Pelt, T. Herold

Absent:

Excused: R. Barden, M. Furgal, J. Harrington, B. Keen, M. Nelson, P. Westby

Call to Order: G. Poulson, President, called the meeting to order at 12:22 p.m.

- a. Introduction of guests/visitors and new board members: None
- b. Changes/additions to the agenda: None
- c. Requests to address the board: None

Minutes: J. Wexler moved approval of the June 13, 2011 minutes. L. Davis-Brown seconded. Motion carried.

Bills for Payment/Financial Statements: L. Davis-Brown reviewed the bills for payment in the amount of \$304,312.21 and moved approval. J. Ashford seconded. Motion carried. S. Martin asked about 3 items under Green County Library Services. SCLS is the fiscal agent for both Green and Sauk counties. SCLS holds the counties' money and disperses payments for them. The 3 items were payments to Monroe Public Library from Green County for services as their resource library.

President's Report: G. Poulson noted his report from ALA Legislative Lobby Day, the Fitchburg Public Library is now open to the public, and the Minocqua Public Library doubled its size via referendum.

Committee Reports: None

SCLS Foundation Report: L. Davis-Brown noted the Friends of the Cambridge Community Library joined the Foundation with an investment of \$30,000. The Cornerstone event will honor Craig and Lea Culver and Bob Blitzke.

Circulation and ILL Statistics: No report.

System Director's Report: M. Van Pelt noted several documents that were included in the board packet (the Delivery, Technology and ILS budgets as well as the Library On-Line Pricing for 2012). These documents have been approved by the Administrative Council and will be discussed at the All-Directors meeting on July 28th. The directors will vote on the delivery, technology/ILS and Library Online fees.

A special ILS meeting is being scheduled to discuss the following: clarification of the role and duties of the ILS Committee members; discussion/clarification of the communication procedure for reporting Koha issues; clarification of the role and duties of the Development Committee members; status report on the latest fixes; ILS support; and Community Koha.

The SCLS employee pension contributions will be reflected on the September 7, 2011 paycheck.

We are awaiting confirmation of Supervisor Elaine Bruskewitz's appointment to the SCLS Board. If appointed, she would replace Dave Wiganowsky as a Dane County representative.

Interviews for the Support Services Manager will begin the week of July 18th.

G. Poulson asked for a Koha update and M. Van Pelt noted that the first round of prioritization for Koha bug fixes and development is in the works and will be done on a two week cycle. A form with a list of problems will be sent to the link-directors email list. The directors will have about 10 days to vote for their choice of the top five problems. The SCLS staff will compile the top 10 problems and will send it to the ILS committee via email for final feedback. The list will then be sent to LibLime and if there is anything on the list that requires software development, LibLime will prepare a quote and forward it to the ILS committee. The goal is to identify the highest priority issues and get them fixed as quickly as possible.

Administrative Council (AC) Report: The minutes may be viewed here:

<http://www.scls.info/committees/ac/index.html>.

T. Herold gave an overview of items discussed and action taken at the meeting. The next AC meeting will be the All-Directors meeting on July 28 at the DeForest Public Library.

Other Business: None

Information sharing: P. Cox inquired whether there is a means for member libraries to share information regarding solutions/quick fixes to specific problems with the Koha software. Wikis, blogs and email lists are being used by the member libraries and SCLS to communicate. P. Cox also noted his 11 year old granddaughter thinks the Fitchburg library is "awesome" and she is able to check out 75 books!

With the remodeling of the Madison Public Library, the DCLS will be moving to a new site on Aberg Avenue and there will be two sites for MPL during the interim – one off Buckeye Road, which will hold a large collection of materials but not be open to the public and the other will be on S. Hamilton Street which will be open to the public.

J. Pugh shared the Wikipedia definition of Koha which is a New Zealand Maori custom of gift giving and contributions through reciprocity. This is the basis of the philosophy for the Koha software.

S. Martin noted Jennifer Tallman has been hired as director of the Cambria Public Library and Alyssa Cleland has been hired as director of the Angie W. Cox Public Library in Pardeeville.

S. Martin also noted an article of an interview with John Grisham. Grisham moved many times when he was young and he could instantly judge the quality of life in any town by how many books he could check out of the library at a time. One library had a limit of two!!

T. Herold noted the Sun Prairie Library is looking into purchasing an Automated Materials Handling System (AMHS). The Verona Public Library has an AMHS and the Fitchburg Library will be getting one installed this month.

International Literacy Day will be held on September 8, 2011.

Meeting adjourned at 1:14 p.m. Heidi Moe, Recorder

Director's Report
July 2011

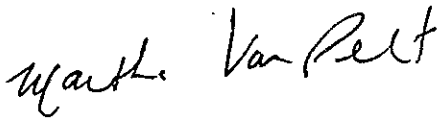
The All Directors meeting was July 28th. Thirty nine libraries were represented. Updates and presentations of services goals for 2012 were done by the SCLS managers on Technology, the Integrated Library System (ILS) and Delivery. M. Van Pelt gave an overview of the 2012 SCLS budget and handed out a budget priorities poll asking for members' input on the 2012 SCLS budget. It is also available electronically for members who did not attend the meeting. All fees were approved by the members. The afternoon portion of the meeting included a presentation by Marc Gartler on *Confronting the Future: Strategic Visions for the 21st Century Public Library*, an ALA policy brief. The day ended with a scavenger hunt using smart phones and QR (Quick Response) codes in the DeForest Library.

The ILS Committee had a special meeting on July 21. They decided to meet monthly instead of every other month to better address Koha issues. They reviewed the ILS Committee's responsibilities and roles. In an effort to improve communication from the ILS Committee, a draft of the minutes will be sent out the same week as the meeting to be reviewed by the representatives. When the draft is approved, it will be distributed so quick and accurate information can be received by the members. The minutes will still be formally approved at the next ILS Committee meeting. The first group of 10 problems submitted revealed that 7 were development requests as versus bug fixes. The ILS Committee decided to revise the 2 week prioritization cycle to 1 month to allow more time for fixes to be tested and to better match the PTFS upgrade schedule.

Bruce Smith, Delivery Coordinator, is scheduled to do a presentation to the board in September. If the board would like a tour of the Delivery facility to be part of the presentation, we can make arrangements to meet near the Gilson Street facility. As part of keeping members' delivery fees flat for 2012 while maintaining the same level of service, there will be a reorganization of the shifts within Delivery. The reorganization will begin in September. It is hoped that the initial reduction in force can be accomplished through attrition and reduced hours for all remaining drivers. Details of the plan can be found in last month's board packet under *Delivery Budget Cost Factors*. Further reductions in force may occur in December dependant on the outcome of talks with the University of Wisconsin and library systems for intersystem delivery schedules and costs for 2012.

The Support Services Manager interviews have been concluded. References are currently being checked.

Dane County Supervisor Eileen Bruskewitz has been appointed to the SCLS Board. Her term will expire December 2013.



Respectfully submitted by Martha Van Pelt

SOUTH CENTRAL LIBRARY SYSTEM

Circulation and ILL Statistics June 2011

	*2010	2010	**2010	2010 Annual	Same Mo.	Current	Mo. ILL	Mo. ILL	YTD
	Population	Circulation	Collection	Expenditures	Circ. 2010	Mo. Circ.	Borrowed	Loaned	Circ. 2011
ADAMS									
Adams Cty	3271	113130	38444	359977	9913	8482	2852	2695	51324
Rome	18914	32879	18490	132436	3852	3766	104	0	13739
TOTAL	22185	146009	56934	492413	13765	12248	2956	2695	65063
COLUMBIA									
Cambria	779	28381	9551	102980	2795	2745	722	743	14598
Columbus	4950	120567	37437	345866	12262	11485	2386	3563	55366
Lodi	3033	102085	30743	257910	9883	9148	3135	2221	44057
Pardeeville	2092	41181	20062	123909	3592	3533	1343	1155	17978
Portage	10200	209257	72314	633166	19587	18121	4303	5558	92998
Poynette	2529	73093	27762	137014	7247	6713	2409	2391	32234
Rio	996	34408	31814	134358	3017				484
Wis. Dells	5234	106543	43585	518553	10044	9414	2834	2509	47218
Wyocena	736	14796	10488	71331	1213	1242	678	630	5198
Other Cty	28394								
TOTAL	58943	730311	283756	2325087	69640	62401	17810	18770	314485
DANE									
Belleville	2197	86202	36508	256748	8451	9156	2452	3606	39565
Black Earth	1358	44044	24613	131272	4408	4311	1235	2020	21435
Cambridge	1286	67547	27832	181015	6505	6047	1990	1923	31885
Cross Plains	3488	98480	50172	336321	10011	9337	2107	3226	43185
Deerfield	2250	64522	244497	177716	6367	6430	3166	1781	28865
DeForest	8529	432943	85080	721320	41318	36763	6204	8685	188136
Fitchburg						5313	74	9	531
Marshall	3743	58844	37007	209289	5249	5619	1566	3989	26985
Mazomanie	1626	37310	19767	117332	3298	3170	1384	1759	16125
McFarland	7383	227021	69163	545044	22658	22347	5349	9233	106615
Middleton	17170	803433	111787	1670050	76339	71419	17105	15794	348455
Monona	8214	294792	63226	653310	26468	25853	6441	5521	131335
Mt. Horeb	6749	237747	57586	612442	22421	22137	6860	6621	109055
Oregon	8840	313457	63891	675432	31703	29612	8102	5641	141665
Stoughton	12820	291789	69755	787063	29080	26900	7764	5932	127805
Sun Prairie	26300	625052	105371	1645945	63204	63592	11651	11993	295005
Verona	10290	591661	89200	1056260	58384	59075	12462	10277	272415
Waunakee	11350	285579	71243	744459	30461	30694	6538	8166	128125
Madison	228200	4749593	863100	15017740	428083	391456	72569	50472	2082805
DCLS	113431	174165	45396	4497311	16823	14920	3079	3853	204175
TOTAL	475224	9484181	2135194	30036069	891231	844151	178098	160501	6042175
SUB TOTAL	556352	10360501	2475884	32853569	974636	918800	198864	181966	6421725

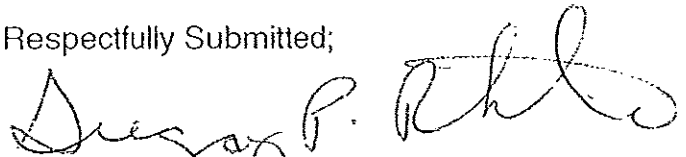
ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
(608)-339-4226 (608)-339-3808
P.O. BOX 187 -- FRIENDSHIP, WI 53934

ADAMS COUNTY SURVEYOR'S REPORT # 453
August 2, 2011
Report for the month of July, 2011

Work continued working on the 2011 Monument Maintenance Program during July.

I am continuing with the duties of my office.

Respectfully Submitted;



Gregory P. Rhinehart,
Adams County Surveyor

8/2/2011

ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
P.O. BOX 187, FRIENDSHIP, WI 53934
(608) 339-4226

SUMMARY OF ACCOUNTS 2011

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$3,600.00	\$21,900.00	\$ 500.00
JANUARY	300.00	270.00	
Balance	\$3,300.00	\$21,630.00	\$ 500.00
FEBRUARY	300.00	10,525.59	
Balance	\$3,000.00	\$11,104.41	\$ 500.00
MARCH	300.00		
Balance	\$2,700.00	\$11,104.41	\$ 500.00
APRIL	300.00	3,554.20	
Balance	\$2,400.00	\$ 7,550.21	\$ 500.00
MAY	300.00		
Balance	\$2,100.00	\$ 7,550.21	\$ 500.00
JUNE	300.00		
Balance	\$1,800.00	\$ 7,550.21	\$ 500.00
JULY	300.00		
Balance	\$1,500.00	\$ 7,550.21	\$ 500.00
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance			
Grand Total \$	0.00	\$ 0.00	\$ 0.00

Traffic Safety Meeting Minutes from 05-11-2011

Present:

Laurie Falash Sheriff's Dept.	Pat Kotlowski Hwy. Dept.
Rod Stormoen Sheriff's Dept.	Phil Sampson Wis. State Patrol
Sarah Grosshuesch D.H.H.S.	Todd Hanson City Police Dept.

Announcement made by Tom Knoop that Alan Osypowski will not be a part of Adams Co. Traffic Safety and Tim Hanley will once again join our team.

- 1) Meeting called to order at 11:02 a.m.
- 2) Properly announced? Yes Hanson/Stormoen
- 3) Approved? Grosshuesch/Hanson
- 4) Minutes approved Knoop/Hanson
- 5) Public participation? None
- 6) T.S.C. goals : Continued
- 7) Construction:

Hwy 13 reconstruction on entrance to Chula Vista Parkway to start in July sometime. The entrance will be moved to just north of the former Steak-N-Stein building with divided lanes a median with extensive construction.

Co. B will have overlay with grinding of asphalt starting around the end of June with the project within the distance of Hwy 82 and Hwy. 23 with Scott Construction doing the job.

Co. O to Co. G to the east will start reconstruction. It will consist of gravel on payment to widen the road starting in August with the dirt turning to begin in June. Waiting on permits.

Ct. J and the bridge by the Spot in the Woods will be closed with no anticipated date at this time due to the need to inspect timbers and the ledge on the bridge. They will need to remove the asphalt on the bridge and will start of work that will close the bridge at that time.

- 8) Old business : Previous treasurer District Attorney Thibodeau retired. The accounts were transferred to the attention of Laurie Falash. Laurie will act as treasurer until the next change of Officers. Motion was made to combine two current accounts into one. Hanson/Knoop

Talk of a possible bike rodeo maybe set for the fall of 2011. Knoop advised to make contact with Larry Corsi for possible grants for props and also Maureen Bruce from the Moundview Memorial Hospital for possible support. Falash will talk to the Sheriff and by next meeting hopefully have a committee in tact. Next meeting 8-10-2011.

- 9) New Business : Sarah from Public Health reported that Adams County has dropped in the Wisconsin health rankings from 68 in the state to 71. It was discussed that Adams Co will always be low on the list due to population and low income families, etc. Discussion on how to raise the county on the list is education on safety with motor vehicles along with other precautions to promote health and safety in Adams Co.

Chief Hanson also advised the group that he has been approached by the City Safety Committee of the need for a stop light at Liberty and Main St by Kwik Trip. Lengthy discussion on the site not meeting the qualification for the State to feel the need for a light there. It was decided to contact Tim Hanley from DOT and advise him the of Citys request and see what can be done further there. Mentioned was the fact that it would decrease access to the Kwik Trip parking lot and direct more traffic onto Liberty.

Chief Hanson also advised that the City intends to remove the single car parking areas from West May St to the RR tracks on the west side of Hwy 13. This was agreed to be a Hanley issue and that Chief will make contact on this issue with him also. Knoop was going to e-mail Hanley and advise him the project and the why the city feels the need to do this.

Also they are posting no parking signs from 2:00 a.m. to 6:00 a.m. on the north side of Goggin Street due to problems with overnight parking to help with customer parking for a new business that has entered there.

- 10) Highway Safety Plan: Knoop advised the group of the findings of the 2010 crash statistics and the weekly state fatality report issued 5-8-2011.
- 11) Round Table:
- 12) No crash reports discussion
- 13) Meeting adjourned Hanson/Knoop

Next meeting 10:00 a.m. (not 11:00 a.m.) August 10th, 2011

Nov 09,2011 10:00

Submitted by Sec/Treasurer Laurie Falash



Extension Committee

Minutes of Meeting

July 12, 2011 @ 1:00PM

Adams County Community Center

569 N. Cedar Street, Extension Conference Room

Adams, WI 53910

1. **Call to Order:** Meeting was called to order at 1:03 p.m. in Room 123, Adams County Community Center by Committee Chair, Florence Johnson.
2. **Roll Call: Board Members:** Florence Johnson, Diane England, Karl Klingforth, and Glenn Licitar, and Jack Allen – Present.
Extension Staff: Don Genrich, Mary Ann Olson, Jennifer Swensen, Theresa Wimann, and Linda Arneson – Present.
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Klingforth and Second by Allen to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by England Second by Licitar to accept minutes of the Extension Committee Meeting of June 14, 2011 as presented. Motion carried.
6. **Public Participation:** None
7. **Communication:** None
8. **Items for Action or Discussion:**
 - a) **Review and Place on File Monthly Reports of Donald Genrich, Jennifer Swensen, Mary Ann Olson and Theresa Wimann:** Committee discussed the monthly reports. Motion by Allen Second by England to place Monthly Reports on file. Motion carried.
 - b) **Review Calendars of Extension Education Staff:** Committee reviewed July calendars for all education staff.
 - c) **Review Check Summary and Financial Statement for June 2011:** June Check Summary and Financial Statements were reviewed. Motion by Klingforth Second by England to place Check Summary and Financial Statements for June 2011 on file. Motion carried.
 - d) **MIS Update:** Genrich reported that he has received a new laptop. No information on the "Virtual Computer System".
 - e) **Reschedule Trip to Baraboo to View Alternate Energy Site:** Committee provided Wimann three dates that they would be available. Wimann will contact owner to see if any of the provided dates work. If so, Committee members will be advised of the date, an agenda will be posted and Arneson will contact Aging Department to see if a County vehicle would be available.

- f) Needs Assessment Survey: Olson and Swensen gave a report on the needs assessment survey. University of Wisconsin-Black River Falls has software that will be able to provide a report from the returned surveys. Klingforth asked to add a question regarding use of County Parks. This will be added and the survey finalized, printed and mailed around July 28th. Discussion held on the charges from River Falls. It was decided that 2/3 of the cost would come from non-lapsing funds and 1/3 from general funds.
- g) Farm Tech Days: Will be held July 12 – 14th in Marathon County. 700+ vendors are expected along with 100,000 visitors. Swensen will be at Farm Tech Days on July 13th and 14th. Olson will be there on July 14th.
9. Set Next Meeting Date: Next regular meeting will be August 9, 2011 at 1:00 p.m. in Room 103 at the Adams County Community Center.
10. Agenda Items for Next Meeting:
- Wimann trip to Lansing, MI
 - Clean Sweep 2012
 - Community Center Roof
 - Needs Assessment Survey
 - MIS Update
 - 2012 Budget
11. Adjourn: Motion by Allen and Second by Klingforth to adjourn. Motion carried. Meeting adjourned at 2:45 p.m.

Minutes taken by
Linda Arneson
Clerk/Bookkeeper
UW-Extension, Adams County

Diane England, Committee Secretary

These minutes have not been approved by the Extension Committee.